

## MEMORANDUM

To: DDA Board of Directors  
From: Rob Bacigalupi, Executive Director *RMB*  
Re: August 19, 2016 Board Meeting & Miscellaneous  
Date: August 16, 2016

### AGENDA ITEM 3A - COMMUNITY DEVELOPMENT REPORT

Jean will provide a report at the meeting.

### AGENDA ITEM 3B - UPDATE ON HOUSING DISCUSSION

The Executive Committee met on July 18, 2016 specifically to discuss housing. Attached is a report that provides an update of these discussions so far. The report ends with suggested next steps I'd love input on. On a related note, Sara Lucas, when she presented to the DDA on May 6, reported that Networks Northwest is planning a Housing Summit in October. This has been scheduled for Monday, October 24 at the Hagerty Center. This will be an opportunity to learn about and share housing issues and solutions. We will be there to learn and hopefully to share how the DDA is helping solve the workforce housing shortage.

### AGENDA ITEM 3C - DISCUSSION REGARDING PROPOSED CHARTER AMENDMENT WHICH WOULD REQUIRE ANY PROPOSED BUILDING OVER 60 FEET TO BE APPROVED BY THE CITY ELECTORATE

Last week, the City Commission voted to place a question to amend the City charter on the November 1, 2016 ballot. The attached attorney client communication dated August 5, 2016 explains the reasons for doing so but also expresses the City Attorney's opinion questioning the validity of the request, if approved by the voters. This request has implications for future development downtown and therefore has impact on our mission of economic development. No action is proposed, simply a discussion.

### AGENDA ITEM 4A - REVIEW AND DISCUSSION OF DEVELOPMENT PLAN OUTLINE FOR OLD TOWN

Enclosed is the latest schedule for developing a new plan for Old Town to replace TIF 2. Over the course of 30 years, the City invested over \$16 million dollars of public improvements in this district resulting in private investment that increased the state equalized value (SEV) from \$3 million to over 48 million this year. Half of the public improvement investment was in the Old Town Parking Garage, which is now paid off and is generating positive cash flow such that it can pay for its own short term and long term maintenance. The balance of the investment includes a variety of improvements such as roadways, sidewalks, crosswalks, boardwalks, and more, all of which will someday need replacing. The City can either take that on itself or utilize tax increment financing to spread the cost regionally. Beyond replacing existing improvements, there are at least two new issues that may demand investment: Union Street Dam improvements, and workforce housing.

On Friday, I will present the progress to date and discuss with the board an outline for a replacement development plan for Old Town. You will see on the schedule that we are tentatively planning on a City Commission study session on September 12, 2016 to discuss this topic.

AGENDA ITEM 4B - CONSIDERATION OF CONTINUING RESTROOM SUBSIDY PROGRAM WITH ESPRESSO BAY, GREAT LAKES BATH & BODY, MILK & HONEY, AND MORSELS, AND ADDING BREW

Enclosed is a memorandum from Colleen Paveglio with an update on our nationally know restroom subsidy program. We pay these stores a stipend out of TIF 97 to serve as public restrooms based on the number of toilets. The Committee is recommending continuing the program with this past year's providers and adding Brew in the 100 Block of East Front. I recommend that the **DDA Board of Directors authorize the Chairperson and Secretary to extend the restroom subsidy agreements with Espresso Bay, Great Lakes Bath & Body, Milk & Honey, Morsels for another year under the same terms and add Brew as recommended by the Restroom Committee.**

AGENDA ITEM 4C - CONSIDERATION OF RECOMMENDING BUDGET FOR LOT D

Attached is a memorandum from City Engineer Tim Lodge discussion the reconstruction of Lot D, just east of Park Street off of Grandview Parkway. The Planning and Engineering Department have been working on this project for years lining up funding to replace the poorly functioning boat launch and reconstructing the parking lot. They have secured a state Waterways Fund grant and a grant from Hagerty Insurance for the project. The Traverse City Parking Fund was always looked at to assist with funding, though at a lower amount proposed today. At this point, the City Engineer is just looking for support for spending \$275,000 of Traverse City Parking Fund dollars toward this project, which I support. We will be back in front of the DDA Board at your September 16, 2016 meeting with bids and final numbers for you to consider. At this point, I recommend that the **DDA Board of Directors recommend to the City Commission the expenditure of not to exceed \$275,000 from the Traverse City Parking Services fund, for the reconstruction of Lot D, as described in the August 16, 2016 memorandum from City Engineer Tim Lodge, subject to future DDA Board review of the project finances once construction bids are in.**

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as others of current interest.

**Front Street**

FRONT STREET REIMAGINED CROSSWALK - Panels should be in next week.

RADIO CENTRE 3 - This project, on Park Street between Taproot and Radio Centre 2, progressed up to the National Cherry Festival and then took the summer off. This was mainly at the request of the City to not disturb the summer season vehicle and pedestrian traffic. Developer John Socks will start back in earnest the day after Labor Day with foundations. At this point, it looks like the project, including the public restrooms, will not be completed until late summer or early fall of next year.

**Warehouse District**

GARLAND STREET - Garland Street is nearing completion. The Planning and Engineering Department is scheduling a ribbon cutting the week of Labor Day and The Workshop Brewery is planning a block party on September 10.

**Bayfront/River**

FARMERS MARKET UPGRADE FUNDING - We are scheduling a farmers market steering committee meeting to discuss next steps toward funding the upgrade.

**Other**

PERSONNEL UPDATE - As reported earlier this week, we have hired Caitlyn Smith to replace Nick Viox. Caitlyn will be on hand Friday to meet you all.

COFFEE AT THE MARKET - Caitlyn and I will schedule a meeting with coffee vendors to plan a trial offering of coffee at the market yet this season.

TRANSPORTATION DEMAND MANAGEMENT STUDY - The request for proposal is out on the street and we plan on bringing a recommendation to hire a firm to the DDA Board by September's meeting.

PLATFORM CAFES - Based on last month's recommendation, we plan on presenting this to the City Commission at their study session on September 12, 2016.

ART WALK - The September Art Walk will take place all over downtown on September 9 from 5 p.m. to 9 p.m. Mark your calendars!

MICHIGAN DOWNTOWN ASSOCIATION CONFERENCE - Colleen and I have been assisting the MDA with their annual conference scheduled to be in Traverse City on October 13 and 14 based at the Hotel Indigo. We expect around 125 attendees, many accompanied by family.

TBAISD WORKERS - Many thanks to the TBAISD students who got job training while cleaning downtown and helping with other projects! This week is their last week on the job.

PARKING SYSTEM UPDATES - Attached is the latest monthly report from Nicole.

DTCA BOARD MINUTES - Enclosed are the minutes from the July DTCA meeting.

## **DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**

**Friday, August 19, 2016, 8:00 a.m.**

**Commission Chambers, Second Floor**

**Governmental Center, 400 Boardman Avenue, Traverse City**

**[www.downtowntc.com](http://www.downtowntc.com)**

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
  - A. Consideration of minutes for the Regular Meeting of July 15, 2016 (approval recommended)
  - B. Consideration of approving Financial Reports and Disbursements for the DDA, TIF 2 and TIF 97 dated June 30, 2016 and July 31, 2016 (approval recommended)
3. Chairperson's Report
  - A. Community Development Report
  - B. Update on Housing Discussion
  - C. Discussion regarding proposed Charter amendment which would require any proposed building over 60 feet to be approved by the City electorate
  - D. Comments or Questions regarding Written Reports
4. Executive Director's Report
  - A. Discussion and review of development plan outline for Old Town
  - B. Consideration of continuing restroom subsidy program with Espresso Bay, Great Lakes Bath & Body, Milk & Honey, and Morsels, and adding Brew
  - C. Consideration of recommending approval of budget for Lot D
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.



**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
July 15, 2016  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:02 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Steve Constantin, Mayor Jim Carruthers, Bill Golden, T. Michael Jackson, Jeff Joubran, Chuck Judson, Rick Korndorfer, Gabe Schneider

**Absent:** John DiGiacomo

2. Consent Calendar. **Motion by Jackson, seconded by Beers that the consent portion of the agenda be approved as amended with item 4D added to the Executive Director's Report. Motion carried unanimously.**

a. **Approval of minutes of the Regular Meeting of June 17, 2016.**

b. **Approval of Financial Reports for Traverse City Parking Services dated May 31, 2016.**

c. **Motion by Golden, seconded by Korndorfer to amend the agenda with Items 4D and 4E under the Executive Director's Report**

3. Chairperson's Report

a. Community Development Report

i. 145 W. Front St.

a. Purchasing option has been verbally extended

b. Update on Housing Discussion

i. Bacigalupi reviewed items pertaining to housing

a. Bacigalupi to provide information from Ann Arbor to Board

c. Comments or Questions regarding Written Reports

i. Study Session to be pushed from October

ii. Market Study to be provided to the Board

iii. Transportation Demand Management Study draft RFP

a. Burkholder and Jackson to sit on committee

#### 4. Executive Director's Report

- a. Consideration of recommending allowing the outdoor cafe in designated on-street parking area.
  - a. **Motion by Constantin, seconded by Burkholder that the DDA Board of Directors recommend to the City Commission adoption of an ordinance allowing outdoor cafes in designated on-street parking areas as outlined by Marketing & Deputy Director Colleen Pavegio in her July 12, 2016 memorandum. Motion carried unanimously.**
- b. Consideration of providing \$5,000 to the City of Traverse City for a 3D economic model
  - i. **Motion by Constantin, seconded by Schneider that the DDA Board of Directors amend the fiscal year 2016-17 budget, increasing prior year surplus \$5,000 and professional series \$5,000, and further committing that amount to the City of Traverse City for a 3D economic model to measure and demonstration the relative economic potency of different building and land use types. Motion carried 9 to 2.**  
**Roll Call:**  
**Yes: Bagdon-McCallum, Beers, Burkholder, Constantin, Golden, Joubran, Judson, Korndorfer, Schneider**  
**No: Carruthers, Jackson**
- c. Consideration of a budget amendment to fund a video explaining downtown economics.
  - i. **Motion by Golden, seconded by Beers that the DDA Board of Directors amend the fiscal year 2016-17 budget, increasing prior year surplus \$6,000 and professional services \$6,000 for the purpose of producing a video to explain downtown development economics. Motion carried unanimously.**
  - ii. Staff to research Rich Brauer video and send to Board
- d. Consideration of authorizing payment to Grand Traverse County for Tax Tribunal settlement.
  - i. **Motion by Bagdon-McCallum, seconded by Joubran that the DDA Board of Directors authorize the payment of \$17,799.78 to Grand Traverse County for February and March 2016 Board of Review Adjustment out of the TIF 97 Fund. Motion carried unanimously.**
- e. Discussion regarding Clinch Park Splash Pad
  - i. Burkholder discussed the Clinch Park Splash Pad
  - ii. Hours and improvements
    - 1. **Motion by Constantin, seconded by Burkholder the the DDA Board of Directors amend the fiscal year 2016-17 budget, for the approval of \$5,000 to the City of Traverse City, pending the request of the City for those funds and final approval by the Executive Committee for**

**the operation of the Clinch Park Splash Pad with hours at the discretion of the City Manager. Motion carried unanimously.**

5. Comments from Staff and Board of Directors
  - a. VanNess reviewed parking at the National Cherry Festival and operation of the pay-in-lane station
  - b. Burkholder commented on the new covered bike parking facility at Old Town Parking Deck and Farmers Market discussion at the Parks and Recreation Commission
  - c. Joubran complimented the Traverse City Policy Department
  - d. Golden complimented the City of Traverse City and National Cherry Festival on the appearance of the Downtown Traverse City during festival
  - e. Paveglio commented on the Warehouse District Cash Mob and Art Bike
6. Public Comment
  - a. Marty Colburn, City Manager, commented on housing programs.
7. Adjournment. The meeting officially adjourned at 9:30 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director

## DDA Financial Report

		July 31, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
<b>REVENUE</b>						
Property Taxes		8,169	70,000	70,000	11.7%	61,831
Interest and Dividends		179	200	200	89.3%	21
Miscellaneous		503	0	0	-	-503
Rents and Royalties		10,675	45,000	45,000	23.7%	34,325
Administrative Services		46,889	767,377	767,377	6.1%	720,488
Prior Year Surplus		0	0	0	-	0
<b>TOTAL REVENUE</b>		<b>\$66,414</b>	<b>\$882,577</b>	<b>\$882,577</b>	<b>7.5%</b>	<b>816,163</b>
<b>EXPENSES</b>						
Payroll Expense		82,000	581,810	596,810	13.7%	514,810
Health Insurance		4,254	146,733	146,733	2.9%	142,479
Workers Compensation		8,815	0	0	-	-8,815
Office Supplies		143	9,000	9,000	1.6%	8,857
Operation Supplies		0	0	0	-	0
Professional/Contractual		3,896	78,100	66,534	5.9%	62,638
Communications		293	4,600	4,600	6.4%	4,307
Transportation		0	2,000	2,000	0.0%	2,000
Lodging/Meals		125	5,000	5,000	2.5%	4,875
Training		0	2,000	2,000	0.0%	2,000
Community Promotion		0	12,500	12,500	0.0%	12,500
Printing/Publishing		0	7,500	7,500	0.0%	7,500
Insurance & Bonds		1,297	1,700	1,700	76.3%	403
Utilities		395	6,600	6,600	6.0%	6,205
Repairs & Maintenance		0	2,200	2,200	0.0%	2,200
Rentals		1,274	8,000	8,000	15.9%	6,726
Legal Expense		0	5,000	5,000	0.0%	5,000
Miscellaneous		0	400	400	0.0%	400
Equipment		0	6,000	6,000	0.0%	6,000
<b>TOTAL EXPENSE</b>		<b>\$102,493</b>	<b>\$879,143</b>	<b>\$882,577</b>	<b>11.6%</b>	<b>780,084</b>
					thru fiscal year ↓	
<b>NET INCOME/(LOSS)</b>		<b>(\$36,078)</b>	<b>\$3,434</b>	<b>\$0</b>	<b>8.3%</b>	

### Payroll & Fringes

	June 31, 2015	July 31, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget
Payroll Expense	64,428	82,000	581,810	596,810	13.7%
Health Insurance	15,121	4,254	146,733	146,733	2.9%
Workers Compensation	4,476	8,815	0	0	-
<b>TOTAL</b>	<b>84,025</b>	<b>95,069</b>	<b>728,543</b>	<b>743,543</b>	<b>12.79%</b>

## Downtown Development Authority

## Balance Sheet

As of June 30, 2016

	Jun 30, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	205,728.51
Fifth Third Savings - 6740	201,277.03
Petty Cash	207.10
Total Checking/Savings	407,212.64
Accounts Receivable	
Accounts Receivable	43,723.27
Total Accounts Receivable	43,723.27
Other Current Assets	
Due From DTCA	59.34
Due From APS	-22,081.06
Total Other Current Assets	-22,021.72
Total Current Assets	428,914.19
Other Assets	
Due From Other Funds	8,110.00
Pre-Paid Expense	10,112.00
Total Other Assets	18,222.00
<b>TOTAL ASSETS</b>	<b>447,136.19</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	8,075.96
Other Current Liabilities	
Due to Other Funds	8,716.00
Direct Deposit Liabilities	-13,764.15
Bumpout Project Funds Collected	1,214.68
Bryan Crough Memorial Fund	25,680.00
Accrued Salaries	-20,374.35
Accrued Payroll Liabilities	-1,637.70
Deposits Payable	
Senior Project Fresh	-183.00
Double Up Food Bucks	20,930.00
EBT Bridge Card	13,294.55
Project Fresh	-6,357.00
Deposits Payable - Other	-18.00
Total Deposits Payable	27,666.55
Payroll Liabilities	
457k Payable	-2,245.14
State Income Tax Payable	1,541.83
State Unemployment Tax Payable	2,180.59
Health Insurance Payable	2,108.72
Total Payroll Liabilities	3,586.00
Total Other Current Liabilities	31,087.03
Total Current Liabilities	39,162.99
Total Liabilities	39,162.99
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	210,421.94
Net Income	89,944.99
Total Equity	407,973.20
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>447,136.19</b>

**Downtown Development Authority**  
**Profit & Loss**  
June 2016

	Jun 16
<b>Ordinary Income/Expense</b>	
Income	
Administrative Services	90,341.17
Interest & Dividends	20.20
Miscellaneous Revenue	60.00
Property Taxes	-9,379.18
Rents	7,270.00
<b>Total Income</b>	<b>88,312.19</b>
<b>Gross Profit</b>	<b>88,312.19</b>
Expense	
Communications	1,055.87
Community Promotion	6,551.47
Equipment	1,045.69
Health Insurance	5,179.08
Lodging, meals	620.66
Office Supplies	194.25
Operation Supplies	25.07
Payroll Expenses	
Direct Deposit Fee	89.25
457 Company Matching	2,405.19
Hourly Wage Expense	18,828.87
Medicare Tax Expense	637.63
Salaries & Wages	23,796.43
Social Security Tax Expense	2,726.50
SUTA Tax Expense	637.39
<b>Total Payroll Expenses</b>	<b>49,121.26</b>
Printing & Publishing	-1,021.77
Professional/Contractual	11,955.25
Training	350.00
Utilities	531.33
<b>Total Expense</b>	<b>75,608.16</b>
<b>Net Ordinary Income</b>	<b>12,704.03</b>
<b>Net Income</b>	<b>12,704.03</b>

# Downtown Development Authority

## Profit & Loss

July 2015 through June 2016

08/15/16

	Jul '15 - Jun 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Reimbursed Parking Wages	0.00
Administrative Services	759,910.81
Interest & Dividends	1,772.65
Miscellaneous	750.00
Miscellaneous Revenue	60.00
Property Taxes	77,261.24
Rents	48,940.00
<b>Total Income</b>	<b>888,694.70</b>
<b>Gross Profit</b>	<b>888,694.70</b>
<b>Expense</b>	
Communications	4,762.50
Community Promotion	8,022.62
Equipment	4,054.57
Health Insurance	60,307.41
Insurance & Bonds	1,730.00
Legal	135.00
Lodging, meals	4,369.80
Miscellaneous Expense	0.01
Office Supplies	7,996.18
Operation Supplies	396.19
Payroll Expenses	
Direct Deposit Fee	606.90
457 Company Matching	29,685.70
Hourly Wage Expense	235,143.59
Medicare Tax Expense	7,988.03
Salaries & Wages	299,742.91
Social Security Tax Expense	34,155.84
SUTA Tax Expense	9,490.00
<b>Total Payroll Expenses</b>	<b>616,812.97</b>
Printing & Publishing	3,785.92
Professional/Contractual	61,556.44
Rentals	7,866.80
Repairs & Maintenance	1,950.00
Training	600.00
Transportation	314.61
Utilities	6,954.69
Workers Compensation	7,134.00
<b>Total Expense</b>	<b>798,749.71</b>
<b>Net Ordinary Income</b>	<b>89,944.99</b>
<b>Net Income</b>	<b>89,944.99</b>

3:33 PM

07/12/16

**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 06/30/2016**

	Jun 30, 16	
Beginning Balance		250,895.07
Cleared Transactions		
Checks and Payments - 50 items	-107,193.33	
Deposits and Credits - 108 items	99,240.07	
Total Cleared Transactions	-7,953.26	
Cleared Balance		242,941.81
Uncleared Transactions		
Checks and Payments - 43 items	-27,550.55	
Total Uncleared Transactions	-27,550.55	
Register Balance as of 06/30/2016		215,391.26
New Transactions		
Checks and Payments - 37 items	-44,121.36	
Deposits and Credits - 2 items	236.00	
Total New Transactions	-43,885.36	
Ending Balance		171,505.90



**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						<b>250,895.07</b>
<b>Cleared Transactions</b>						
<b>Checks and Payments - 50 items</b>						
Paycheck	02/25/2016	11902	Merica, John A	X	-12.12	-12.12
Bill Pmt -Check	04/26/2016	11988	Novum Productions...	X	-8,000.00	-8,012.12
Paycheck	05/20/2016	12013	Wood, Mark S	X	-488.99	-8,501.11
Liability Check	05/31/2016	12024	ICMA Retirement Tr...	X	-2,230.59	-10,731.70
Bill Pmt -Check	05/31/2016	12028	Michigan Office Solu...	X	-612.74	-11,344.44
Bill Pmt -Check	05/31/2016	12025	Charter Communica...	X	-539.75	-11,884.19
Bill Pmt -Check	05/31/2016	12026	Edible Grand Traverse	X	-440.00	-12,324.19
Bill Pmt -Check	05/31/2016	12029	Traverse City Light	X	-351.12	-12,675.31
Bill Pmt -Check	05/31/2016	12027	Integrity Business S...	X	-203.90	-12,879.21
Bill Pmt -Check	05/31/2016	12030	Bottomline Bookkee...	X	-90.00	-12,969.21
Liability Check	06/02/2016		QuickBooks Payroll...	X	-13,353.17	-26,322.38
Paycheck	06/03/2016	12022	Lewis, Corey D	X	-680.04	-27,002.42
Paycheck	06/03/2016	12021	Dwyer, Joseph M	X	-531.05	-27,533.47
Paycheck	06/03/2016	12023	Wood, Mark S	X	-301.56	-27,835.03
Paycheck	06/03/2016	12020	Day, Matthew J	X	-296.02	-28,131.05
Check	06/06/2016		World Pay	X	-3.75	-28,134.80
Check	06/07/2016	12037	TIF-2	X	-28,436.32	-56,571.12
Bill Pmt -Check	06/07/2016	12036	Seeds, Inc.	X	-1,785.76	-58,356.88
Bill Pmt -Check	06/07/2016	12031	Colleen Paveglio - V	X	-196.50	-58,553.38
Bill Pmt -Check	06/07/2016	12035	Robert Bacigalupi - V	X	-196.50	-58,749.88
Bill Pmt -Check	06/07/2016	12033	Nicholas D Viox - Ce...	X	-196.50	-58,946.38
Bill Pmt -Check	06/07/2016	12034	Nina G.Talarico - Ve...	X	-196.50	-59,142.88
Bill Pmt -Check	06/07/2016	12038	Bottomline Bookkee...	X	-60.00	-59,202.88
Bill Pmt -Check	06/07/2016	12032	Google Inc.	X	-55.00	-59,257.88
Liability Check	06/08/2016	EFTPS	United States Treas...	X	-4,926.70	-64,184.58
Liability Check	06/09/2016		QuickBooks Payroll...	X	-33.03	-64,217.61
Liability Check	06/14/2016	12046	ICMA Retirement Tr...	X	-2,258.58	-66,476.19
Bill Pmt -Check	06/14/2016	12040	Advanced, Inc.	X	-975.00	-67,451.19
Bill Pmt -Check	06/14/2016	12049	First National Bank -...	X	-552.31	-68,003.50
Bill Pmt -Check	06/14/2016	12052	Traverse City Recor...	X	-232.50	-68,236.00
Bill Pmt -Check	06/14/2016	12051	LIAA	X	-155.00	-68,391.00
Bill Pmt -Check	06/14/2016	12041	McMillen's Instant Fr...	X	-150.63	-68,541.63
Bill Pmt -Check	06/14/2016	12053	Bottomline Bookkee...	X	-150.00	-68,691.63
Bill Pmt -Check	06/14/2016	12050	Integrity Business S...	X	-143.56	-68,835.19
Bill Pmt -Check	06/14/2016	12047	Brickyard Towing, Inc.	X	-70.00	-68,905.19
Bill Pmt -Check	06/14/2016	12048	Colleen Paveglio - V	X	-34.80	-68,939.99
Liability Check	06/15/2016		QuickBooks Payroll...	X	-75.94	-69,015.93
Liability Check	06/15/2016	EFTPS	United States Treas...	X	-5.42	-69,021.35
Liability Check	06/16/2016		QuickBooks Payroll...	X	-13,848.72	-82,870.07
Paycheck	06/17/2016	12044	Lewis, Corey D	X	-705.12	-83,575.19
Paycheck	06/17/2016	12042	Day, Matthew J	X	-494.23	-84,069.42
Paycheck	06/17/2016	12043	Dwyer, Joseph M	X	-471.74	-84,541.16
Paycheck	06/17/2016	12045	Wood, Mark S	X	-443.63	-84,984.79
Liability Check	06/20/2016	EFTPS	State of Michigan - ...	X	-1,501.54	-86,486.33
Bill Pmt -Check	06/21/2016	12054	Michigan Farmers M...	X	-350.00	-86,836.33
Bill Pmt -Check	06/21/2016	12056	Bottomline Bookkee...	X	-100.00	-86,936.33
Liability Check	06/22/2016	EFTPS	United States Treas...	X	-5,204.14	-92,140.47
Liability Check	06/30/2016		QuickBooks Payroll...	X	-13,792.15	-105,932.62
Bill Pmt -Check	06/30/2016	12077	Downtown Traverse...	X	-1,248.35	-107,180.97
Check	06/30/2016			X	-12.36	-107,193.33
<b>Total Checks and Payments</b>					<b>-107,193.33</b>	<b>-107,193.33</b>
<b>Deposits and Credits - 108 items</b>						
Bill Pmt -Check	07/01/2015		ADJ	X	0.00	0.00
Bill Pmt -Check	07/01/2015		City of TC - Vendor	X	0.00	0.00
Paycheck	05/20/2016	DD1097	Posler, Marianne	X	0.00	0.00
Paycheck	05/20/2016	DD1086	Bacigalupi, Robert M.	X	0.00	0.00
Paycheck	05/20/2016	DD1093	Merica, Kenneth N	X	0.00	0.00
Paycheck	05/20/2016	DD1099	Talarico, Nina	X	0.00	0.00
Paycheck	05/20/2016	DD1092	Merica, John A	X	0.00	0.00
Paycheck	05/20/2016	DD1098	Russell, Amy K	X	0.00	0.00
Paycheck	05/20/2016	DD1101	Viox, Nicholas D	X	0.00	0.00
Paycheck	05/20/2016	DD1096	Paveglio, Colleen M.	X	0.00	0.00
Paycheck	05/20/2016	DD1091	Merica, Gregory J	X	0.00	0.00
Paycheck	05/20/2016	DD1087	Bacigalupi, Robert M.	X	0.00	0.00
Paycheck	05/20/2016	DD1100	VanNess, Nicole	X	0.00	0.00
Paycheck	05/20/2016	DD1090	MacArthur, David J	X	0.00	0.00
Paycheck	05/20/2016	DD1088	Golden, McKenzie L	X	0.00	0.00

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	05/20/2016	DD1089	Helferich, Michael D	X	0.00	0.00
Paycheck	05/20/2016	DD1094	Miller, Katie R	X	0.00	0.00
Paycheck	05/20/2016	DD1095	Nugier, Kody J	X	0.00	0.00
Deposit	05/28/2016			X	210.00	210.00
Deposit	05/28/2016			X	875.00	1,085.00
Deposit	06/01/2016			X	20.00	1,105.00
Deposit	06/01/2016			X	515.00	1,620.00
Paycheck	06/03/2016	DD1109	Miller, Katie R	X	0.00	1,620.00
Paycheck	06/03/2016	DD1116	Viox, Nicholas D	X	0.00	1,620.00
Paycheck	06/03/2016	DD1107	Merica, John A	X	0.00	1,620.00
Paycheck	06/03/2016	DD1110	Nugier, Kody J	X	0.00	1,620.00
Paycheck	06/03/2016	DD1106	Merica, Gregory J	X	0.00	1,620.00
Paycheck	06/03/2016	DD1112	Posler, Marianne	X	0.00	1,620.00
Paycheck	06/03/2016	DD1104	Helferich, Michael D	X	0.00	1,620.00
Paycheck	06/03/2016	DD1103	Golden, McKenzie L	X	0.00	1,620.00
Paycheck	06/03/2016	DD1113	Russell, Amy K	X	0.00	1,620.00
Paycheck	06/03/2016	DD1114	Talarico, Nina	X	0.00	1,620.00
Paycheck	06/03/2016	DD1115	VanNess, Nicole	X	0.00	1,620.00
Paycheck	06/03/2016	DD1105	MacArthur, David J	X	0.00	1,620.00
Paycheck	06/03/2016	DD1111	Pavglio, Colleen M	X	0.00	1,620.00
Paycheck	06/03/2016	DD1102	Bacigalupi, Robert M.	X	0.00	1,620.00
Paycheck	06/03/2016	DD1108	Merica, Kenneth N	X	0.00	1,620.00
Deposit	06/04/2016			X	223.00	1,843.00
Deposit	06/04/2016			X	890.00	2,733.00
Paycheck	06/08/2016		Nugier, Kody J	X	0.00	2,733.00
Check	06/08/2016	12039	Nugier, Kody J	X	0.00	2,733.00
Deposit	06/08/2016			X	82.00	2,815.00
Deposit	06/08/2016			X	355.00	3,170.00
Deposit	06/10/2016			X	15,000.00	18,170.00
Deposit	06/14/2016			X	905.00	19,075.00
Deposit	06/15/2016			X	190.00	19,265.00
Deposit	06/15/2016			X	355.00	19,620.00
Paycheck	06/16/2016	DD1118	Posler, Marianne	X	0.00	19,620.00
Paycheck	06/17/2016	DD1120	Creamer, Rachel S	X	0.00	19,620.00
Paycheck	06/17/2016	DD1126	Merica, John A	X	0.00	19,620.00
Paycheck	06/17/2016	DD1127	Merica, Kenneth N	X	0.00	19,620.00
Paycheck	06/17/2016	DD1128	Miller, Katie R	X	0.00	19,620.00
Paycheck	06/17/2016	DD1129	Nugier, Kody J	X	0.00	19,620.00
Paycheck	06/17/2016	DD1131	Posler, Marianne	X	0.00	19,620.00
Paycheck	06/17/2016	DD1119	Bacigalupi, Robert M.	X	0.00	19,620.00
Paycheck	06/17/2016	DD1135	Viox, Nicholas D	X	0.00	19,620.00
Paycheck	06/17/2016	DD1130	Pavglio, Colleen M	X	0.00	19,620.00
Paycheck	06/17/2016	DD1125	Merica, Gregory J	X	0.00	19,620.00
Paycheck	06/17/2016	DD1136	Wright, Krista S	X	0.00	19,620.00
Paycheck	06/17/2016	DD1124	MacArthur, David J	X	0.00	19,620.00
Paycheck	06/17/2016	DD1134	VanNess, Nicole	X	0.00	19,620.00
Paycheck	06/17/2016	DD1121	Golden, McKenzie L	X	0.00	19,620.00
Paycheck	06/17/2016	DD1122	Helferich, Michael D	X	0.00	19,620.00
Paycheck	06/17/2016	DD1133	Talarico, Nina	X	0.00	19,620.00
Paycheck	06/17/2016	DD1123	Hoekje, Patricia K	X	0.00	19,620.00
Paycheck	06/17/2016	DD1132	Russell, Amy K	X	0.00	19,620.00
Deposit	06/18/2016			X	442.00	20,062.00
Deposit	06/18/2016			X	1,115.00	21,177.00
Deposit	06/21/2016			X	9,008.64	30,185.64
Deposit	06/22/2016			X	498.00	30,683.64
Deposit	06/22/2016			X	650.00	31,333.64
Deposit	06/25/2016			X	455.00	31,788.64
Deposit	06/25/2016			X	1,465.00	33,253.64
Deposit	06/28/2016			X	44,934.44	78,188.08
Deposit	06/29/2016			X	1,020.00	79,208.08
Deposit	06/30/2016			X	3.71	79,211.79
Deposit	06/30/2016			X	20,028.28	99,240.07
Paycheck	07/01/2016	DD1145	Merica, Kenneth N	X	0.00	99,240.07
Paycheck	07/01/2016	DD1152	Viox, Nicholas D	X	0.00	99,240.07
Paycheck	07/01/2016	DD1142	MacArthur, David J	X	0.00	99,240.07
Paycheck	07/01/2016	DD1150	Talarico, Nina	X	0.00	99,240.07
Paycheck	07/01/2016	DD1138	Creamer, Rachel S	X	0.00	99,240.07
Paycheck	07/01/2016	DD1153	Wright, Krista S	X	0.00	99,240.07
Paycheck	07/01/2016	DD1137	Bacigalupi, Robert M.	X	0.00	99,240.07
Paycheck	07/01/2016	DD1139	Golden, McKenzie L	X	0.00	99,240.07
Paycheck	07/01/2016	DD1146	Nugier, Kody J	X	0.00	99,240.07
Paycheck	07/01/2016	DD1149	Russell, Amy K	X	0.00	99,240.07

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	07/01/2016	DD1140	Helferich, Michael D	X	0.00	99,240.07
Paycheck	07/01/2016	DD1151	VanNess, Nicole	X	0.00	99,240.07
Paycheck	07/01/2016	DD1143	Merica, Gregory J	X	0.00	99,240.07
Paycheck	07/01/2016	DD1148	Posler, Marianne	X	0.00	99,240.07
Paycheck	07/01/2016	DD1147	Paveglio, Colleen M.	X	0.00	99,240.07
Paycheck	07/01/2016	DD1144	Merica, John A	X	0.00	99,240.07
Paycheck	07/15/2016	DD1169	Bacigalupi, Robert M.	X	0.00	99,240.07
Paycheck	07/15/2016	DD1167	Viox, Nicholas D	X	0.00	99,240.07
Paycheck	07/15/2016	DD1166	VanNess, Nicole	X	0.00	99,240.07
Paycheck	07/15/2016	DD1165	Talarico, Nina	X	0.00	99,240.07
Paycheck	07/15/2016	DD1158	Hoekje, Patricia K	X	0.00	99,240.07
Paycheck	07/15/2016	DD1157	Helferich, Michael D	X	0.00	99,240.07
Paycheck	07/15/2016	DD1163	Posler, Marianne	X	0.00	99,240.07
Paycheck	07/15/2016	DD1168	Wright, Krista S	X	0.00	99,240.07
Paycheck	07/15/2016	DD1159	MacArthur, David J	X	0.00	99,240.07
Paycheck	07/15/2016	DD1155	Creamer, Rachel S	X	0.00	99,240.07
Paycheck	07/15/2016	DD1164	Russell, Amy K	X	0.00	99,240.07
Paycheck	07/15/2016	DD1156	Golden, McKenzie L	X	0.00	99,240.07
Paycheck	07/15/2016	DD1162	Merica, Kenneth N	X	0.00	99,240.07
Paycheck	07/15/2016	DD1161	Merica, John A	X	0.00	99,240.07
Paycheck	07/15/2016	DD1160	Merica, Gregory J	X	0.00	99,240.07
Total Deposits and Credits					99,240.07	99,240.07
Total Cleared Transactions					-7,953.26	-7,953.26
Cleared Balance					-7,953.26	242,941.81
Uncleared Transactions						
Checks and Payments - 43 items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee ...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,678.47
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-5,703.20
Bill Pmt -Check	06/21/2016	12055	Norte! Youth Cycling		-200.00	-5,903.20
Bill Pmt -Check	06/28/2016	12065	AECOM		-9,075.00	-14,978.20
Bill Pmt -Check	06/28/2016	12068	DTCA - Vendor		-6,401.47	-21,379.67
Liability Check	06/28/2016	12063	ICMA Retirement Tr...		-2,245.14	-23,624.81
Bill Pmt -Check	06/28/2016	12069	MSU/City Opera Ho...		-900.00	-24,524.81
Bill Pmt -Check	06/28/2016	12071	Team Financial Gro...		-665.98	-25,190.79
Bill Pmt -Check	06/28/2016	12067	Charter Communica...		-539.75	-25,730.54
Liability Check	06/28/2016	12064	City of TC - Vendor		-379.08	-26,109.62
Bill Pmt -Check	06/28/2016	12076	Bottomline Bookkee...		-370.00	-26,479.62
Bill Pmt -Check	06/28/2016	12073	Traverse City Light ...		-367.53	-26,847.15
Bill Pmt -Check	06/28/2016	12066	Boom Boom Club		-250.00	-27,097.15
Bill Pmt -Check	06/28/2016	12070	Pitney Bowes Global...		-202.46	-27,299.61
Bill Pmt -Check	06/28/2016	12075	Nina G.Talarico - Ve...		-100.00	-27,399.61
Bill Pmt -Check	06/28/2016	12072	Traverse City Light ...		-80.94	-27,480.55

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	06/28/2016	12074	US Postmaster		-70.00	-27,550.55
Total Checks and Payments					-27,550.55	-27,550.55
Total Uncleared Transactions					-27,550.55	-27,550.55
Register Balance as of 06/30/2016					-35,503.81	215,391.26
<b>New Transactions</b>						
<b>Checks and Payments - 37 items</b>						
Paycheck	07/01/2016	12061	Lewis, Corey D		-730.84	-730.84
Paycheck	07/01/2016	12059	Day, Matthew J		-626.39	-1,357.23
Paycheck	07/01/2016	12062	Wood, Mark S		-409.32	-1,766.55
Paycheck	07/01/2016	12058	Dwyer, Joseph M		-272.12	-2,038.67
Paycheck	07/01/2016	12057	Dwyer, Joseph M		-178.51	-2,217.18
Paycheck	07/01/2016	12060	Hoekje, Patricia K		-83.12	-2,300.30
Bill Pmt -Check	07/05/2016	12078	9 Bean Rows, LLC		-351.00	-2,651.30
Bill Pmt -Check	07/05/2016	12082	Brown's Poplar Ridg...		-349.00	-3,000.30
Bill Pmt -Check	07/05/2016	12093	Ware Farm		-329.00	-3,329.30
Bill Pmt -Check	07/05/2016	12079	Altonen Orchards		-326.00	-3,655.30
Bill Pmt -Check	07/05/2016	12094	Integrity Business S...		-270.46	-3,925.76
Bill Pmt -Check	07/05/2016	12080	Bay Bread Company...		-198.00	-4,123.76
Bill Pmt -Check	07/05/2016	12084	Green Rock Farms		-194.00	-4,317.76
Bill Pmt -Check	07/05/2016	12085	Guntzviller's Berry & ...		-172.00	-4,489.76
Bill Pmt -Check	07/05/2016	12086	Loma Farms, LLC		-150.00	-4,639.76
Bill Pmt -Check	07/05/2016	12089	Providence Farm, LLC		-141.00	-4,780.76
Bill Pmt -Check	07/05/2016	12081	Boss Mouse Cheese...		-130.00	-4,910.76
Bill Pmt -Check	07/05/2016	12091	Spring Hollow Dairy		-109.00	-5,019.76
Bill Pmt -Check	07/05/2016	12095	Bottomline Bookkee...		-80.00	-5,099.76
Bill Pmt -Check	07/05/2016	12092	Third Coast Bakery, ...		-79.00	-5,178.76
Bill Pmt -Check	07/05/2016	12083	Gallagher Centennia...		-68.00	-5,246.76
Bill Pmt -Check	07/05/2016	12090	Shiloh's Garden		-62.00	-5,308.76
Bill Pmt -Check	07/05/2016	12088	Natural Northern Fo ...		-32.00	-5,340.76
Bill Pmt -Check	07/05/2016	12087	Morganic Farm		-13.00	-5,353.76
Liability Check	07/06/2016	EFTPS	United States Treas...		-5,193.12	-10,546.88
Check	07/06/2016	EFTPS	United States Treas...		-777.66	-11,324.54
Check	07/12/2016		Posler, Marianne		-2,400.00	-13,724.54
Check	07/12/2016		Viox, Nicholas D		-2,400.00	-16,124.54
Liability Check	07/12/2016	12101	ICMA Retirement Tr...		-1,916.56	-18,041.10
Liability Check	07/14/2016		QuickBooks Payroll ...		-15,124.55	-33,165.65
Paycheck	07/15/2016	12098	Lewis, Corey D		-842.62	-34,008.27
Paycheck	07/15/2016	12097	Dwyer, Joseph M		-832.69	-34,840.96
Paycheck	07/15/2016	12096	Day, Matthew J		-769.94	-35,610.90
Paycheck	07/15/2016	12100	Wood, Mark S		-482.57	-36,093.47
Paycheck	07/15/2016	12099	Parks, Stephanie E		-275.30	-36,368.77
Liability Check	07/20/2016	EFTPS	United States Treas...		-6,210.76	-42,579.53
Liability Check	07/20/2016	EFTPS	State of Michigan - ...		-1,541.83	-44,121.36
Total Checks and Payments					-44,121.36	-44,121.36
<b>Deposits and Credits - 2 items</b>						
Deposit	07/01/2016				30.00	30.00
Deposit	07/01/2016				206.00	236.00
Total Deposits and Credits					236.00	236.00
Total New Transactions					-43,885.36	-43,885.36
Ending Balance					-79,389.17	171,505.90

**Downtown Development Authority**  
**Balance Sheet**  
As of July 31, 2016

	Jul 31, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	198,818.99
Fifth Third Savings - 6740	201,294.07
Petty Cash	207.10
Total Checking/Savings	400,320.16
Accounts Receivable	
Accounts Receivable	43,507.82
Total Accounts Receivable	43,507.82
Other Current Assets	
Due From DTCA	59.34
Due From APS	-23,380.68
Total Other Current Assets	-23,321.34
Total Current Assets	420,506.64
Other Assets	
Due From Other Funds	8,185.00
Total Other Assets	8,185.00
<b>TOTAL ASSETS</b>	<b>428,691.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	3,434.35
Other Current Liabilities	
Due to Other Funds	8,716.00
Bumpout Project Funds Collected	1,214.68
Bryan Crough Memorial Fund	25,680.00
Accrued Salaries	-20,374.35
Accrued Payroll Liabilities	-1,637.70
Deposits Payable	
Senior Project Fresh	-397.00
Double Up Food Bucks	19,888.00
EBT Bridge Card	14,450.55
Project Fresh	-6,483.00
Deposits Payable - Other	-18.00
Total Deposits Payable	27,440.55
Payroll Liabilities	
Federal Income Tax Payable	1,806.00
Medicare Tax Payable	662.24
Social Security Tax Payable	2,831.58
State Income Tax Payable	2,627.15
State Unemployment Tax Payable	885.37
Health Insurance Payable	2,576.44
Total Payroll Liabilities	11,388.78
Total Other Current Liabilities	52,427.96
Total Current Liabilities	55,862.31
Total Liabilities	55,862.31
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	300,366.93
Net Income	-35,143.87
Total Equity	372,829.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>428,691.64</b>

# Downtown Development Authority

## Profit & Loss

July 2016

08/15/16

	Jul 16
Ordinary Income/Expense	
Income	
Administrative Services	46,889.17
Interest & Dividends	178.61
Miscellaneous Revenue	502.87
Property Taxes	8,168.76
Rents	10,675.00
	<hr/>
Total Income	66,414.41
	<hr/>
Gross Profit	66,414.41
Expense	
Communications	270.26
Health Insurance	4,254.14
Insurance & Bonds	1,297.00
Lodging, meals	0.00
Office Supplies	94.50
Payroll Expenses	
Direct Deposit Fee	57.75
457 Company Matching	3,634.56
Hourly Wage Expense	35,041.27
Medicare Tax Expense	1,060.69
Salaries & Wages	35,999.17
Social Security Tax Expense	4,535.49
SUTA Tax Expense	893.29
Payroll Expenses - Other	777.66
	<hr/>
Total Payroll Expenses	81,999.88
Professional/Contractual	3,795.67
Rentals	637.00
Utilities	394.83
Workers Compensation	8,815.00
	<hr/>
Total Expense	101,558.28
	<hr/>
Net Ordinary Income	-35,143.87
	<hr/>
Net Income	-35,143.87
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**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 07/31/2016**

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	Jul 31, 16
<b>Beginning Balance</b>	242,941.81
<b>Cleared Transactions</b>	
Checks and Payments - 72 items	-284,809.53
Deposits and Credits - 62 items	256,983.48
<b>Total Cleared Transactions</b>	-27,826.05
<b>Cleared Balance</b>	215,115.76
<b>Uncleared Transactions</b>	
Checks and Payments - 42 items	-18,091.77
Deposits and Credits - 2 items	1,795.00
<b>Total Uncleared Transactions</b>	-16,296.77
<b>Register Balance as of 07/31/2016</b>	198,818.99
<b>New Transactions</b>	
Checks and Payments - 40 items	-1,087,943.81
Deposits and Credits - 4 items	1,140,954.68
<b>Total New Transactions</b>	53,010.87
<b>Ending Balance</b>	251,829.86

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						242,941.81
Cleared Transactions						
Checks and Payments - 72 Items						
Bill Pmt -Check	06/21/2016	12055	Norte! Youth Cycling	X	-200.00	-200.00
Bill Pmt -Check	06/28/2016	12065	AECOM	X	-9,075.00	-9,275.00
Bill Pmt -Check	06/28/2016	12068	DTCA - Vendor	X	-6,401.47	-15,676.47
Liability Check	06/28/2016	12063	ICMA Retirement Tr...	X	-2,245.14	-17,921.61
Bill Pmt -Check	06/28/2016	12069	MSU/City Opera Ho...	X	-900.00	-18,821.61
Bill Pmt -Check	06/28/2016	12071	Team Financial Gro...	X	-665.98	-19,487.59
Bill Pmt -Check	06/28/2016	12067	Charter Communica...	X	-539.75	-20,027.34
Liability Check	06/28/2016	12064	City of TC - Vendor	X	-379.08	-20,406.42
Bill Pmt -Check	06/28/2016	12076	Bottomline Bookkee...	X	-370.00	-20,776.42
Bill Pmt -Check	06/28/2016	12073	Traverse City Light...	X	-367.53	-21,143.95
Bill Pmt -Check	06/28/2016	12066	Boom Boom Club	X	-250.00	-21,393.95
Bill Pmt -Check	06/28/2016	12070	Pitney Bowes Global...	X	-202.46	-21,596.41
Bill Pmt -Check	06/28/2016	12075	Nina G.Talarico - Ve...	X	-100.00	-21,696.41
Bill Pmt -Check	06/28/2016	12072	Traverse City Light...	X	-80.94	-21,777.35
Bill Pmt -Check	06/28/2016	12074	US Postmaster	X	-70.00	-21,847.35
Bill Pmt -Check	06/30/2016	12121	Traverse Outdoor	X	-2,500.00	-24,347.35
Bill Pmt -Check	06/30/2016	12116	Great Lakes Bath & ...	X	-2,250.00	-26,597.35
Bill Pmt -Check	06/30/2016	12115	Espresso Bay	X	-900.00	-27,497.35
Bill Pmt -Check	06/30/2016	12118	Milk and Honey	X	-900.00	-28,397.35
Bill Pmt -Check	06/30/2016	12119	Morsels	X	-900.00	-29,297.35
Bill Pmt -Check	06/30/2016	12117	Machin Engineering...	X	-385.00	-29,682.35
Paycheck	07/01/2016	12061	Lewis, Corey D	X	-730.84	-30,413.19
Paycheck	07/01/2016	12059	Day, Matthew J	X	-626.39	-31,039.58
Paycheck	07/01/2016	12062	Wood, Mark S	X	-409.32	-31,448.90
Paycheck	07/01/2016	12058	Dwyer, Joseph M	X	-272.12	-31,721.02
Paycheck	07/01/2016	12057	Dwyer, Joseph M	X	-178.51	-31,899.53
Paycheck	07/01/2016	12060	Hoekje, Patricia K	X	-83.12	-31,982.65
Bill Pmt -Check	07/05/2016	12078	9 Bean Rows, LLC	X	-351.00	-32,333.65
Bill Pmt -Check	07/05/2016	12082	Brown's Poplar Ridg...	X	-349.00	-32,682.65
Bill Pmt -Check	07/05/2016	12093	Ware Farm	X	-329.00	-33,011.65
Bill Pmt -Check	07/05/2016	12079	Altonen Orchards	X	-326.00	-33,337.65
Bill Pmt -Check	07/05/2016	12094	Integrity Business S...	X	-270.46	-33,608.11
Bill Pmt -Check	07/05/2016	12080	Bay Bread Company...	X	-198.00	-33,806.11
Bill Pmt -Check	07/05/2016	12084	Green Rock Farms	X	-194.00	-34,000.11
Bill Pmt -Check	07/05/2016	12085	Guntzviller's Berry &...	X	-172.00	-34,172.11
Bill Pmt -Check	07/05/2016	12086	Loma Farms, LLC	X	-150.00	-34,322.11
Bill Pmt -Check	07/05/2016	12089	Providence Farm, LLC	X	-141.00	-34,463.11
Bill Pmt -Check	07/05/2016	12081	Boss Mouse Cheese...	X	-130.00	-34,593.11
Bill Pmt -Check	07/05/2016	12091	Spring Hollow Dairy ...	X	-109.00	-34,702.11
Bill Pmt -Check	07/05/2016	12095	Bottomline Bookkee...	X	-80.00	-34,782.11
Bill Pmt -Check	07/05/2016	12092	Third Coast Bakery, ...	X	-79.00	-34,861.11
Bill Pmt -Check	07/05/2016	12083	Gallagher Centennia...	X	-68.00	-34,929.11
Bill Pmt -Check	07/05/2016	12090	Shiloh's Garden	X	-62.00	-34,991.11
Bill Pmt -Check	07/05/2016	12088	Natural Northern Fo...	X	-32.00	-35,023.11
Bill Pmt -Check	07/05/2016	12087	Morganic Farm	X	-13.00	-35,036.11
Liability Check	07/06/2016	EFTPS	United States Treas...	X	-5,193.12	-40,229.23
Check	07/06/2016	EFTPS	United States Treas...	X	-777.66	-41,006.89
Check	07/07/2016		World Pay	X	-19.65	-41,026.54
Bill Pmt -Check	07/12/2016	12104	Bottomline Bookkee...	X	-170.00	-41,196.54
Liability Check	07/14/2016		QuickBooks Payroll ...	X	-15,124.55	-56,321.09
Paycheck	07/15/2016	12098	Lewis, Corey D	X	-842.62	-57,163.71
Paycheck	07/15/2016	12097	Dwyer, Joseph M	X	-832.69	-57,996.40
Paycheck	07/15/2016	12096	Day, Matthew J	X	-769.94	-58,766.34
Paycheck	07/15/2016	12100	Wood, Mark S	X	-482.57	-59,248.91
Paycheck	07/15/2016	12099	Parks, Stephanie E	X	-275.30	-59,524.21
Liability Check	07/18/2016		QuickBooks Payroll ...	X	-1,524.54	-61,048.75
Bill Pmt -Check	07/19/2016	12122	Seeds, Inc.	X	-2,866.02	-63,914.77
Bill Pmt -Check	07/19/2016	12113	Nicholas D. Viox	X	-2,400.00	-66,314.77
Liability Check	07/19/2016	12114	ICMA Retirement Tr...	X	-2,271.52	-68,586.29
Bill Pmt -Check	07/19/2016	12124	Bottomline Bookkee...	X	-80.00	-68,666.29
Liability Check	07/20/2016	EFTPS	United States Treas...	X	-6,210.76	-74,877.05
Liability Check	07/20/2016	EFTPS	State of Michigan - ...	X	-1,541.83	-76,418.88
Liability Check	07/20/2016	EFTPS	United States Treas...	X	-540.66	-76,959.54
Liability Check	07/25/2016	EFTPS	MESC	X	-2,188.51	-79,148.05
Check	07/26/2016	12140	TIF-97	X	-186,168.21	-265,316.26
Check	07/26/2016	12141	TIF-2	X	-1,834.57	-267,150.83
Bill Pmt -Check	07/26/2016	12138	Traverse City Light...	X	-82.86	-267,233.69
Bill Pmt -Check	07/27/2016	12143	Posler, Marianne - v	X	-2,400.00	-269,633.69
Liability Check	07/27/2016		QuickBooks Payroll ...	X	-100.37	-269,734.06



**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	07/28/2016		QuickBooks Payroll ...	X	-13,661.17	-283,395.23
Paycheck	07/29/2016	12127	Lewis, Corey D	X	-753.26	-284,148.49
Paycheck	07/29/2016	12125	Day, Matthew J	X	-661.04	-284,809.53
Total Checks and Payments					-284,809.53	-284,809.53
<b>Deposits and Credits - 62 items</b>						
Deposit	07/01/2016			X	30.00	30.00
Deposit	07/01/2016			X	312.00	342.00
Deposit	07/05/2016			X	1,905.00	2,247.00
Deposit	07/06/2016			X	186.00	2,433.00
Deposit	07/06/2016			X	1,335.00	3,768.00
Deposit	07/09/2016			X	106.00	3,874.00
Deposit	07/09/2016			X	375.00	4,249.00
Deposit	07/11/2016			X	43,954.87	48,203.87
Deposit	07/13/2016			X	326.00	48,529.87
Deposit	07/13/2016			X	820.00	49,349.87
Check	07/15/2016	12105	Posler, Marianne	X	0.00	49,349.87
Check	07/15/2016	12108	Viox, Nicholas D	X	0.00	49,349.87
Bill Pmt -Check	07/15/2016	12109	Nicholas D. Viox	X	0.00	49,349.87
Check	07/15/2016	12106	Viox, Nicholas D	X	0.00	49,349.87
Check	07/15/2016	12107	Viox, Nicholas D	X	0.00	49,349.87
Deposit	07/16/2016			X	475.00	49,824.87
Deposit	07/16/2016			X	1,585.00	51,409.87
Paycheck	07/18/2016	DD1170	Paveglio, Colleen M.	X	0.00	51,409.87
Check	07/19/2016	12111	Nicole VanNess - V	X	0.00	51,409.87
Bill Pmt -Check	07/19/2016	12112	Posler, Marianne - v	X	0.00	51,409.87
Deposit	07/20/2016			X	430.00	51,839.87
Deposit	07/20/2016			X	700.00	52,539.87
Deposit	07/23/2016			X	346.00	52,885.87
Deposit	07/23/2016			X	1,610.00	54,495.87
Deposit	07/25/2016			X	201,613.36	256,109.23
Liability Check	07/26/2016	12129	ICMA Retirement Tr...	X	0.00	256,109.23
Deposit	07/27/2016			X	150.00	256,259.23
Deposit	07/27/2016			X	720.00	256,979.23
Paycheck	07/28/2016	DD1187	VanNess, Nicole	X	0.00	256,979.23
Paycheck	07/29/2016	DD1175	Hoekje, Patricia K	X	0.00	256,979.23
Paycheck	07/29/2016	DD1176	MacArthur, David J	X	0.00	256,979.23
Paycheck	07/29/2016	DD1177	Merica, Gregory J	X	0.00	256,979.23
Paycheck	07/29/2016	DD1178	Merica, John A	X	0.00	256,979.23
Paycheck	07/29/2016	DD1179	Merica, Kenneth N	X	0.00	256,979.23
Paycheck	07/29/2016	DD1182	Russell, Amy K	X	0.00	256,979.23
Paycheck	07/29/2016	DD1186	Wright, Krista S	X	0.00	256,979.23
Paycheck	07/29/2016	DD1172	Creamer, Rachel S	X	0.00	256,979.23
Paycheck	07/29/2016	DD1185	Viox, Nicholas D	X	0.00	256,979.23
Paycheck	07/29/2016	DD1181	Posler, Marianne	X	0.00	256,979.23
Paycheck	07/29/2016	DD1183	Talarico, Nina	X	0.00	256,979.23
Paycheck	07/29/2016	DD1184	VanNess, Nicole	X	0.00	256,979.23
Paycheck	07/29/2016	DD1174	Helferich, Michael D	X	0.00	256,979.23
Paycheck	07/29/2016	DD1180	Paveglio, Colleen M.	X	0.00	256,979.23
Paycheck	07/29/2016	DD1171	Bacigalupi, Robert M.	X	0.00	256,979.23
Paycheck	07/29/2016	DD1173	Golden, McKenzie L	X	0.00	256,979.23
Deposit	07/31/2016			X	4.25	256,983.48
Paycheck	08/12/2016	DD1201	VanNess, Nicole	X	0.00	256,983.48
Paycheck	08/12/2016	DD1191	Helferich, Michael D	X	0.00	256,983.48
Paycheck	08/12/2016	DD1203	Wright, Krista S	X	0.00	256,983.48
Paycheck	08/12/2016	DD1199	Russell, Amy K	X	0.00	256,983.48
Paycheck	08/12/2016	DD1198	Posler, Marianne	X	0.00	256,983.48
Paycheck	08/12/2016	DD1196	Merica, Kenneth N	X	0.00	256,983.48
Paycheck	08/12/2016	DD1194	Merica, Gregory J	X	0.00	256,983.48
Paycheck	08/12/2016	DD1193	MacArthur, David J	X	0.00	256,983.48
Paycheck	08/12/2016	DD1192	Hoekje, Patricia K	X	0.00	256,983.48
Paycheck	08/12/2016	DD1190	Golden, McKenzie L	X	0.00	256,983.48
Paycheck	08/12/2016	DD1189	Creamer, Rachel S	X	0.00	256,983.48
Paycheck	08/12/2016	DD1200	Talarico, Nina	X	0.00	256,983.48
Paycheck	08/12/2016	DD1197	Paveglio, Colleen M.	X	0.00	256,983.48
Paycheck	08/12/2016	DD1202	Viox, Nicholas D	X	0.00	256,983.48
Paycheck	08/12/2016	DD1188	Bacigalupi, Robert M.	X	0.00	256,983.48
Paycheck	08/12/2016	DD1195	Merica, John A	X	0.00	256,983.48
Total Deposits and Credits					256,983.48	256,983.48

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Total Cleared Transactions					-27,826.05	-27,826.05
Cleared Balance					-27,826.05	215,115.76
Uncleared Transactions						
Checks and Payments - 42 items						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,678.47
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-5,703.20
Bill Pmt -Check	06/30/2016	12120	Otwell Mawby, P.C.		-1,500.00	-7,203.20
Bill Pmt -Check	06/30/2016	12123	Rotary Club of Trave...		-327.75	-7,530.95
Liability Check	07/26/2016	12131	City of TC - Vendor		-5,308.50	-12,839.45
Liability Check	07/26/2016	12130	ICMA Retirement Tr...		-2,255.36	-15,094.81
Bill Pmt -Check	07/26/2016	12137	Team Financial Gro...		-665.98	-15,760.79
Bill Pmt -Check	07/26/2016	12139	Charter Communica...		-540.52	-16,301.31
Bill Pmt -Check	07/26/2016	12142	Bottomline Bookkee...		-230.00	-16,531.31
Bill Pmt -Check	07/26/2016	12136	Norte! Youth Cycling		-200.00	-16,731.31
Bill Pmt -Check	07/26/2016	12135	Michigan Office Solu...		-104.64	-16,835.95
Bill Pmt -Check	07/26/2016	12133	City of TC - Vendor		-75.00	-16,910.95
Bill Pmt -Check	07/26/2016	12132	Brickyard Towing, Inc.		-70.00	-16,980.95
Bill Pmt -Check	07/26/2016	12134	LIAA		-40.00	-17,020.95
Paycheck	07/29/2016	12126	Dwyer, Joseph M		-600.30	-17,621.25
Paycheck	07/29/2016	12128	Wood, Mark S		-470.52	-18,091.77
Total Checks and Payments					-18,091.77	-18,091.77
Deposits and Credits - 2 items						
Deposit	07/30/2016				170.00	170.00
Deposit	07/30/2016				1,625.00	1,795.00
Total Deposits and Credits					1,795.00	1,795.00
Total Uncleared Transactions					-16,296.77	-16,296.77
Register Balance as of 07/31/2016					-44,122.82	198,818.99
New Transactions						
Checks and Payments - 40 items						
Check	08/02/2016	12146	City of TC - Vendor		-25,680.00	-25,680.00
Liability Check	08/02/2016	12145	City of TC - Vendor		-5,002.39	-30,682.39
Bill Pmt -Check	08/02/2016	12149	Traverse City Light ...		-394.83	-31,077.22
Bill Pmt -Check	08/02/2016	12160	Green Rock Farms		-385.00	-31,462.22
Bill Pmt -Check	08/02/2016	12151	9 Bean Rows, LLC		-331.00	-31,793.22
Bill Pmt -Check	08/02/2016	12175	Bottomline Bookkee...		-250.00	-32,043.22
Bill Pmt -Check	08/02/2016	12152	Bare Knuckle Farm ...		-244.00	-32,287.22
Bill Pmt -Check	08/02/2016	12170	Shiloh's Garden		-226.00	-32,513.22
Bill Pmt -Check	08/02/2016	12167	Olds Farm, LLC		-222.00	-32,735.22
Bill Pmt -Check	08/02/2016	12156	Cherry Connection/...		-221.00	-32,956.22
Bill Pmt -Check	08/02/2016	12162	Leo Ocanas Farm		-174.00	-33,130.22

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	08/02/2016	12144	Smith, Margaret A		-167.28	-33,297.50
Bill Pmt -Check	08/02/2016	12159	Gallagher Centennia...		-137.00	-33,434.50
Bill Pmt -Check	08/02/2016	12161	Guntzville's Berry &...		-102.00	-33,536.50
Bill Pmt -Check	08/02/2016	12153	Bay Bread Company...		-91.00	-33,627.50
Bill Pmt -Check	08/02/2016	12148	Integrity Business S...		-90.52	-33,718.02
Bill Pmt -Check	08/02/2016	12155	Champion Hill Farm		-88.00	-33,806.02
Bill Pmt -Check	08/02/2016	12169	Providence Farm, LLC		-86.00	-33,892.02
Bill Pmt -Check	08/02/2016	12172	Spring Hollow Dairy ...		-85.00	-33,977.02
Bill Pmt -Check	08/02/2016	12147	City of TC - Vendor		-75.00	-34,052.02
Bill Pmt -Check	08/02/2016	12150	City of TC - Vendor		-75.00	-34,127.02
Bill Pmt -Check	08/02/2016	12157	Dover, Ann		-65.00	-34,192.02
Bill Pmt -Check	08/02/2016	12168	Olmsted Piedmonte...		-61.00	-34,253.02
Bill Pmt -Check	08/02/2016	12173	Treaty Fish Co.		-60.00	-34,313.02
Bill Pmt -Check	08/02/2016	12174	Google Inc.		-55.00	-34,368.02
Bill Pmt -Check	08/02/2016	12163	Loma Farms, LLC		-49.00	-34,417.02
Bill Pmt -Check	08/02/2016	12154	Boss Mouse Cheese...		-41.00	-34,458.02
Bill Pmt -Check	08/02/2016	12166	Naturally Nutty Food...		-41.00	-34,499.02
Bill Pmt -Check	08/02/2016	12171	Shrub Soda Co., The		-38.00	-34,537.02
Bill Pmt -Check	08/02/2016	12158	Duerksen Turkey Fa...		-34.00	-34,571.02
Bill Pmt -Check	08/02/2016	12165	Morganic Farm		-34.00	-34,605.02
Bill Pmt -Check	08/02/2016	12164	Mike Leabo		-4.00	-34,609.02
Liability Check	08/03/2016	EFTPS	United States Treas...		-5,299.82	-39,908.84
Liability Check	08/05/2016	EFTPS	United States Treas...		-43.14	-39,951.98
Check	08/09/2016	12176	TIF-97		-1,045,343.58	-1,085,295.56
Paycheck	08/12/2016		Lewis, Corey D		-693.90	-1,085,989.46
Paycheck	08/12/2016		Dwyer, Joseph M		-598.21	-1,086,587.67
Paycheck	08/12/2016		Day, Matthew J		-581.46	-1,087,169.13
Paycheck	08/12/2016		Wood, Mark S		-467.71	-1,087,636.84
Paycheck	08/12/2016		Parks, Stephanie E		-306.97	-1,087,943.81
Total Checks and Payments					-1,087,943.81	-1,087,943.81
<b>Deposits and Credits - 4 items</b>						
Deposit	08/02/2016				41,666.67	41,666.67
Deposit	08/03/2016				245.00	41,911.67
Deposit	08/06/2016				247.00	42,158.67
Deposit	08/09/2016				1,098,796.01	1,140,954.68
Total Deposits and Credits					1,140,954.68	1,140,954.68
Total New Transactions					53,010.87	53,010.87
Ending Balance					8,888.05	251,829.86

**DDA-TIF2**  
**Balance Sheet**  
 As of June 30, 2016

	<u>Jun 30, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 4378	1,170,030.73
Total Checking/Savings	1,170,030.73
Accounts Receivable	
*Accounts Receivable	1,912,097.00
Total Accounts Receivable	1,912,097.00
Total Current Assets	3,082,127.73
Other Assets	
Due From Other Funds	4,471.53
Total Other Assets	4,471.53
<b>TOTAL ASSETS</b>	<b><u>3,086,599.26</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Income	2,437,097.00
Due To Other Funds	585.00
Total Other Current Liabilities	2,437,682.00
Total Current Liabilities	2,437,682.00
Total Liabilities	2,437,682.00
Equity	
Retained Earnings	1,169,778.35
Net Income	-520,861.09
Total Equity	648,917.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,086,599.26</u></b>

DDA-TIF2  
Profit & Loss  
June 2016

	Jun 16
Income	
Interest	96.09
Property Taxes	28,436.32
Total Income	28,532.41
Expense	
Adm/Eng Services	21,726.00
Professional/Contractual	159.92
Total Expense	21,885.92
Net Income	6,646.49

**DDA-TIF2**  
**Profit & Loss**  
July 2015 through June 2016

	Jul '15 - Jun 16
<b>Income</b>	
Interest	2,148.27
Property Taxes	1,074,073.74
<b>Total Income</b>	1,076,222.01
<b>Expense</b>	
Adm/Eng Services	86,904.00
Capital Outlay	74.96
Interest Expense	51,293.76
Office Supplies	149.93
Parking Deck Principal	1,415,000.00
Professional/Contractual	43,660.45
<b>Total Expense</b>	1,597,083.10
<b>Net Income</b>	<b>-520,861.09</b>

3:54 PM

07/12/15

**DDA-TIF2**  
**Reconciliation Summary**  
**Fifth Third Checking - 4378, Period Ending 06/30/2016**

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	Jun 30, 16
Beginning Balance	1,163,384.24
Cleared Transactions	
Deposits and Credits - 2 items	28,532.41
Total Cleared Transactions	28,532.41
Cleared Balance	1,191,916.65
Uncleared Transactions	
Checks and Payments - 2 items	-21,885.92
Total Uncleared Transactions	-21,885.92
Register Balance as of 06/30/2016	1,170,030.73
Ending Balance	1,170,030.73

3:54 PM

07/12/15

## DDA-TIF2

## Reconciliation Detail

Fifth Third Checking - 4378, Period Ending 06/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,163,384.24
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	06/07/2016			X	28,436.32	28,436.32
Deposit	06/30/2016			X	96.09	28,532.41
<b>Total Deposits and Credits</b>					28,532.41	28,532.41
<b>Total Cleared Transactions</b>					28,532.41	28,532.41
<b>Cleared Balance</b>					28,532.41	1,191,916.65
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	06/28/2016	1029	Ace Hardware		-159.92	-159.92
Bill Pmt -Check	06/30/2016	1030	DDA		-21,726.00	-21,885.92
<b>Total Checks and Payments</b>					-21,885.92	-21,885.92
<b>Total Uncleared Transactions</b>					-21,885.92	-21,885.92
<b>Register Balance as of 06/30/2016</b>					6,646.49	1,170,030.73
<b>Ending Balance</b>					6,646.49	1,170,030.73



**DDA-TIF2**  
**Balance Sheet**  
As of July 31, 2016

	<u>Jul 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Fifth Third Checking - 4378	1,171,964.98
<b>Total Checking/Savings</b>	<u>1,171,964.98</u>
Accounts Receivable	
*Accounts Receivable	1,912,097.00
<b>Total Accounts Receivable</b>	<u>1,912,097.00</u>
<b>Total Current Assets</b>	<u>3,084,061.98</u>
<b>Other Assets</b>	
Due From Other Funds	4,471.53
<b>Total Other Assets</b>	<u>4,471.53</u>
<b>TOTAL ASSETS</b>	<u><u>3,088,533.51</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Deferred Income	2,437,097.00
Due To Other Funds	585.00
<b>Total Other Current Liabilities</b>	<u>2,437,682.00</u>
<b>Total Current Liabilities</b>	<u>2,437,682.00</u>
<b>Total Liabilities</b>	<u>2,437,682.00</u>
<b>Equity</b>	
Retained Earnings	648,917.26
Net Income	1,934.25
<b>Total Equity</b>	<u>650,851.51</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,088,533.51</u></u>

DDA-TIF2  
Profit & Loss  
July 2016

	Jul 16
Income	
Interest	99.68
Property Taxes	1,834.57
Total Income	1,934.25
Expense	0.00
Net Income	1,934.25

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08/09/16

**DDA-TIF2**  
**Reconciliation Summary**  
**Fifth Third Checking - 4378, Period Ending 07/31/2016**

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	<u>Jul 31, 16</u>
Beginning Balance	1,191,916.65
Cleared Transactions	
Checks and Payments - 2 items	-21,885.92
Deposits and Credits - 2 items	1,934.25
Total Cleared Transactions	<u>-19,951.67</u>
Cleared Balance	<u>1,171,964.98</u>
Register Balance as of 07/31/2016	1,171,964.98
Ending Balance	1,171,964.98

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08/09/16

**DDA-TIF2**  
**Reconciliation Detail**  
**Fifth Third Checking - 4378, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,191,916.65
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	06/28/2016	1029	Ace Hardware	X	-159.92	-159.92
Bill Pmt -Check	06/30/2016	1030	DDA	X	-21,726.00	-21,885.92
<b>Total Checks and Payments</b>					-21,885.92	-21,885.92
<b>Deposits and Credits - 2 items</b>						
Deposit	07/27/2016			X	1,834.57	1,834.57
Deposit	07/31/2016			X	99.68	1,934.25
<b>Total Deposits and Credits</b>					1,934.25	1,934.25
<b>Total Cleared Transactions</b>					-19,951.67	-19,951.67
<b>Cleared Balance</b>					-19,951.67	1,171,964.98
<b>Register Balance as of 07/31/2016</b>					-19,951.67	1,171,964.98
<b>Ending Balance</b>					-19,951.67	1,171,964.98

**DDA - TIF97**  
**Balance Sheet**  
 As of June 30, 2016

	Jun 30, 16
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,426,432.23
Total Checking/Savings	2,426,432.23
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	3,741,432.23
<b>TOTAL ASSETS</b>	<b>3,741,432.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,819.92
Total Accounts Payable	1,819.92
Other Current Liabilities	
Deferred Revenue	1,425,000.00
Due To Other Funds	5,056.53
Total Other Current Liabilities	1,430,056.53
Total Current Liabilities	1,431,876.45
Total Liabilities	1,431,876.45
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,087,367.16
Net Income	243,388.62
Total Equity	2,309,555.78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,741,432.23</b>

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08/15/16

**DDA - TIF97**  
**Profit & Loss**  
June 2016

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	Jun 16
<b>Income</b>	
Interest	202.30
Property Taxes	-9,008.64
<b>Total Income</b>	-8,806.34
<b>Expense</b>	
Professional/Contractual	23,546.97
<b>Total Expense</b>	23,546.97
<b>Net Income</b>	-32,353.31

**DDA - TIF97**  
**Profit & Loss**  
July 2015 through June 2016

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	Jul '15 - Jun 16
<b>Income</b>	
Interest	5,070.62
Property Taxes	1,523,092.37
<b>Total Income</b>	1,528,162.99
<b>Expense</b>	
Capital Outlay	131,282.18
Interest Expense	700.18
Professional/Contractual	528,488.87
Transfer Out to Bond Fund	624,303.14
<b>Total Expense</b>	1,284,774.37
<b>Net Income</b>	<b>243,388.62</b>

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07/12/16

**DDA - TIF97**  
**Reconciliation Summary**  
**Fifth Third Checking - 8026, Period Ending 06/30/2016**

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	Jun 30, 16	
Beginning Balance		2,479,200.52
Cleared Transactions		
Checks and Payments - 6 items	-39,012.59	
Deposits and Credits - 3 items	7,970.30	
Total Cleared Transactions	-31,042.29	
Cleared Balance		2,448,158.23
Uncleared Transactions		
Checks and Payments - 1 item	-21,726.00	
Total Uncleared Transactions	-21,726.00	
Register Balance as of 06/30/2016		2,426,432.23
New Transactions		
Checks and Payments - 1 item	-109.92	
Total New Transactions	-109.92	
Ending Balance		2,426,322.31



**DDA - TIF97**  
**Reconciliation Detail**  
**Fifth Third Checking - 8026, Period Ending 06/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,479,200.52
<b>Cleared Transactions</b>						
<b>Checks and Payments - 6 items</b>						
General Journal	07/01/2015	CPA 1...		X	-7,768.00	-7,768.00
Check	06/07/2016	1117	Downtown Develop...	X	-9,008.64	-16,776.64
Bill Pmt -Check	06/07/2016	1116	Jamie Ward	X	-6,363.65	-23,140.29
Bill Pmt -Check	06/07/2016	1115	iDF	X	-2,171.25	-25,311.54
Bill Pmt -Check	06/28/2016	1119	City Of Traverse City	X	-13,700.00	-39,011.54
Check	06/30/2016			X	-1.05	-39,012.59
<b>Total Checks and Payments</b>					-39,012.59	-39,012.59
<b>Deposits and Credits - 3 items</b>						
General Journal	06/30/2015	CPA 11		X	7,768.00	7,768.00
Bill Pmt -Check	06/28/2016	1118	Ace Hardware	X	0.00	7,768.00
Deposit	06/30/2016			X	202.30	7,970.30
<b>Total Deposits and Credits</b>					7,970.30	7,970.30
<b>Total Cleared Transactions</b>					-31,042.29	-31,042.29
<b>Cleared Balance</b>					-31,042.29	2,448,158.23
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	06/30/2016	1120	Downtown Develop...		-21,726.00	-21,726.00
<b>Total Checks and Payments</b>					-21,726.00	-21,726.00
<b>Total Uncleared Transactions</b>					-21,726.00	-21,726.00
<b>Register Balance as of 06/30/2016</b>					-52,768.29	2,426,432.23
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	07/12/2016	1121	Ace Hardware		-109.92	-109.92
<b>Total Checks and Payments</b>					-109.92	-109.92
<b>Total New Transactions</b>					-109.92	-109.92
<b>Ending Balance</b>					-52,878.21	2,426,322.31

**DDA - TIF97**  
**Balance Sheet**  
 As of July 31, 2016

	<u>Jul 31, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,612,648.03
Total Checking/Savings	2,612,648.03
Accounts Receivable	
Accounts Receivable	1,315,000.00
Total Accounts Receivable	1,315,000.00
Total Current Assets	3,927,648.03
<b>TOTAL ASSETS</b>	<u><u>3,927,648.03</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,185.00
Total Accounts Payable	8,185.00
Other Current Liabilities	
Deferred Revenue	1,425,000.00
Due To Other Funds	5,056.53
Total Other Current Liabilities	1,430,056.53
Total Current Liabilities	1,438,241.53
Total Liabilities	1,438,241.53
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	2,330,755.78
Net Income	179,850.72
Total Equity	2,489,406.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,927,648.03</u></u>

1:15 PM

08/15/16

**DDA - TIF97**  
**Profit & Loss**  
July 2016

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	Jul 16
<b>Income</b>	
Interest	208.56
Property Taxes	186,168.21
<b>Total Income</b>	186,376.77
<b>Expense</b>	
Professional/Contractual	6,526.05
<b>Total Expense</b>	6,526.05
<b>Net Income</b>	<b>179,850.72</b>

**Reconciliation Summary**

Fifth Third Checking - 8026, Period Ending 07/31/2016

	Jul 31, 16
Beginning Balance	2,448,158.23
Cleared Transactions	
Checks and Payments - 3 items	-21,886.97
Deposits and Credits - 3 items	186,376.77
Total Cleared Transactions	164,489.80
Cleared Balance	2,612,648.03
Register Balance as of 07/31/2016	2,612,648.03
New Transactions	
Checks and Payments - 1 item	-8,185.00
Deposits and Credits - 1 item	1,045,343.58
Total New Transactions	1,037,158.58
Ending Balance	3,649,806.61

**DDA - TIF97**  
**Reconciliation Detail**  
**Fifth Third Checking - 8026, Period Ending 07/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,448,158.23
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	06/30/2016	1120	Downtown Develop...	X	-21,726.00	-21,726.00
Bill Pmt -Check	07/12/2016	1122	Ace Hardware	X	-159.92	-21,885.92
Check	07/31/2016			X	-1.05	-21,886.97
<b>Total Checks and Payments</b>					-21,886.97	-21,886.97
<b>Deposits and Credits - 3 items</b>						
Bill Pmt -Check	07/12/2016	1121	Ace Hardware	X	0.00	0.00
Deposit	07/27/2016			X	186,168.21	186,168.21
Deposit	07/31/2016			X	208.56	186,376.77
<b>Total Deposits and Credits</b>					186,376.77	186,376.77
<b>Total Cleared Transactions</b>					164,489.80	164,489.80
<b>Cleared Balance</b>					164,489.80	2,612,648.03
<b>Register Balance as of 07/31/2016</b>					164,489.80	2,612,648.03
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	08/01/2016	1123	Downtown Develop...		-8,185.00	-8,185.00
<b>Total Checks and Payments</b>					-8,185.00	-8,185.00
<b>Deposits and Credits - 1 item</b>						
Deposit	08/10/2016				1,045,343.58	1,045,343.58
<b>Total Deposits and Credits</b>					1,045,343.58	1,045,343.58
<b>Total New Transactions</b>					1,037,158.58	1,037,158.58
<b>Ending Balance</b>					1,201,648.38	3,649,806.61



To: DDA Board of Directors

From: Rob Bacigalupi, Executive Director

Re: Housing Report

Date: Tuesday, August 16, 2016

This memorandum serves as a report on progress to date on the DDA's discussion about housing. The DDA Board of Directors held a study session on May 6, 2016 focussing on regional housing needs and how this affects downtown. The Executive Committee met on July 18, 2016 to evaluate what options the DDA has to help.

### **Background**

The DDA's primary interest in housing stems from a shortage of certain housing types at an affordable price and how these scarcities hurt downtown businesses. A [November 3, 2014 Networks Northwest study](#) concluded that the City of Traverse City should conservatively be adding 640 housing units per year to keep up with demand. Given the characteristics of people looking for housing, most, 524, or 82% of these units need to be rentals. The aggressive scenario portrayed in this report put the total number of units needed at 1,542, with 1,302 of those to be rentals. In 2015, 141 housing units were permitted in the City, most of which were single family units.

The DDA's [2016 downtown market analysis](#) identified workforce housing as a key concern and suggested a specific strategy to address this shortage. This study, like the 2014 one, looked at the characteristics of those needing housing and discussed how some of these groups, also called tapestry segments, prefer rental housing. The report cited how other similar communities "have focussed on workforce housing as a specific policy priority, primarily to ensure that employees in generally lower wage but critical sectors (hospitality, retail and restaurant) have a reasonably priced housing option."

Anecdotally, we know that the housing shortage has impacted many of our downtown businesses, who more and more compete for highly mobile workers looking beyond just Traverse City as a place to call home. The increasingly vibrant downstate cities of Grand Rapids, Ann Arbor and Detroit, who offer a greater breadth of housing choices, prove tough competition for “a view of the Bay and half the pay.”

### DDA Model

In looking around the state, there is one DDA that stands out as having a robust program to support needed housing in their area. The Ann Arbor Downtown Development Authority offers grants to developers, public and private, to build units meeting a variety of needs but all of which are affordable by those making no more than 50% of the city’s average median income (AMI). Developers, whether they be private, public, or the City’s own housing commission, approach the DDA for funds, and proposals are dealt with on a project by project basis. The DDA uses dollars kept in a dedicated housing fund, supplied with a minimum annual TIF contribution set by City ordinance.

### Existing Programs

There are agencies in the region to directly assist in the development of needed housing. These tools are summarized in the adjacent table.

Local Agencies Actively Working on Housing	
<b>GT County Land Bank Authority</b>	Can buy and hold property without property tax liability to reduce both capital and ongoing costs of a project that includes affordable housing and promotes economic development.
<b>Habitat for Humanity</b>	A faith-based organization whose mission is to help with home ownership.
<b>Homestretch</b>	Proposing apartment units at the Depot property.
<b>Northwest Community Action Agency</b>	Assists qualified individuals with home purchase, utility costs and other housing issues.
<b>Traverse City City Commission</b>	Has Ad Hoc developing payment in lieu of taxes (PILOT) policy for projects in the City
<b>Traverse City Connect</b>	Planning to build 60 one and two bedroom apartment units on Garfield Avenue rented below market rate.
<b>Traverse City Housing Commission</b>	TCHC is considering opportunities to create more senior housing within the city as well as the potential rehab of their Riverview Terrace property within the next couple of years. They have the capacity to create, or cause to create, affordable housing. TCHC a track record of managing properties and qualifying tenants for eligibility in a variety of programs.

### **TC DDA Options**

The Executive Committee discussed Ann Arbor's approach as well as just purchasing land and offering it as a discount to developers willing to help meet a specified need. The Committee also talked about that 'need', which it defined as workforce housing. Workforce housing was further explained as a home that a store clerk, teacher, nurse, beginner-level finance and insurance person, hospitality worker - all of which could be lumped into *new to workforce* - could afford.

The Traverse City DDA's options for direct help boil down to two:

- Offer grants to developers, private and public, based on an AMI target, similar to the Ann Arbor model. Income qualification could be managed by others, i.e. the Traverse City Housing Commission
- Purchase land in and around the DDA District, discount and offer to developers willing to meet AMI target.

### **Next Steps**

The DDA Board recognized that the DDA cannot solve the housing shortage on its own, but can help provide leadership on the issue and can consider programs that help. To that end, the following next steps are proposed:

- Work with key regional experts to establish AMI that corresponds to the *new to workforce* target demographic. This could be done in 30 days.
- Establish a working group to coordinate city efforts - namely those of the DDA and City Commission Ad Hoc. This could include two DDA Board members, two City Commissioners and two Planning Commissioners. This might take 90 to 120 days.



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# Memorandum

The City of Traverse City



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TO: City Commission  
FROM: Lauren Tribble-Laucht, City Attorney *LL*  
COPY: Marty Colburn, City Manager  
Benjamin C. Marentette, City Clerk  
DATE: August 5, 2016  
SUBJECT: Initiated Ballot Proposal for Charter Amendment

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*8/8/16*  
*Released*  
*[Signature]*

## **ATTORNEY-CLIENT COMMUNICATION**

### **PRIVILEGED AND CONFIDENTIAL**

The purpose of this memorandum is to provide the City Commission information regarding the process associated with the initiatory petitions filed on August 1, 2016. Pursuant to Election Law the deadline for adoption of the resolutions described below is August 16, 2016 at 4:00pm.

1. Why does the City Commission have to act on the petitions?

The Home Rule City Act (HRCA) sets forth the procedure for processing initiatory petitions and specifically those associated with a charter amendment. There are two primary sections of the HRCA that guide this process. MCL 117.25 provides: (1) An initiatory petition authorized by this act shall be addressed to and filed with the city clerk. (...) (3) Upon receipt of the petition, the city clerk shall canvass it to ascertain if it is signed by the requisite number of registered electors. This section is common to all initiatory provisions. The City Clerk's office is in the process of canvassing the petitions.

MCL 117.21 is specific to the charter amendment procedure and provides: (2) Proposed charter amendments and other questions to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment or other question. The purpose of the proposed charter amendment or question shall be designated on the ballot in not more than 100 words, exclusive of caption, that shall consist of a true and impartial statement of the purpose of the amendment or question in language that does not create prejudice for or against the amendment or question. The text of the statement shall be submitted to the attorney general for approval as to compliance with this requirement before being printed. ... The form in which a proposed charter amendment or question shall appear on the ballot, unless provided for in the initiatory petition, shall be determined by resolution of the legislative body, and if provided for by the initiatory petition, the legislative body may add an explanatory caption.

The petitions provided to the City Clerk contain the following statement:

To the City of Traverse City: We, the undersigned qualified and registered electors, residents in the City of Traverse City, in the County of Grand Traverse, State of Michigan, respectfully petition for Section 28 of the Charter of the City of Traverse City be amended by adding a paragraph to read: "It is hereby declared that buildings over 60 feet in height are generally inconsistent with the residential and historical character of Traverse City. Therefore, any proposal for construction of a building with a height above 60 feet, shall not be approved by the City or City Commission, until after the proposal is submitted to and approved by a majority of the City electors at a regular election, or at a special election."

As you can see, the petitions have not provided a purpose statement to be included on the ballot, nor have they provided an actual question. Therefore pursuant to MCL 117.21 the form in which the proposed charter question shall appear on the ballot must be determined by resolution of the legislative body so that the text may be submitted to the Attorney General for approval and subsequently the Governor as described below. The actual ballot question may be very simple in order to provide the voters with the opportunity to vote "yes" or "no" and usually takes the form of "shall the proposal be adopted?"

2. Is the City Commission required to approve the resolutions?

Section 22 of the Home Rule City Act provides the following:

MCL 117.22 Every amendment to a city charter whether passed pursuant to the provisions of this act or heretofore granted or passed by the state legislature for the government of such city, before its submission to the electors, and every charter before the final adjournment of the commission, shall be transmitted to the governor of the state. If he shall approve it, he shall sign it; if not, he shall return the charter to the commission and the amendment to the legislative body of the city, with his objections thereto, which shall be spread at large on the journal of the body receiving them, and if it be an amendment proposed by the legislative body, such body shall reconsider it, and if 2/3 of the members-elect agree to pass it, it shall be submitted to the electors. If it be an amendment proposed by initiatory petition, it shall be submitted to the electors notwithstanding such objections.

This section requires the amendment as described above to be submitted to the Governor for his approval prior to its inclusion on the ballot. Similar, although not identical, language was submitted to the Attorney General and Governor this past spring. In letters dated April 28, 2016 and May 4, 2016 both the Attorney General and the Governor respectively rejected the proposal. Therefore although it can be reasonably anticipated that the Attorney General and Governor will reject this proposal as well, MCL 117.22 provides that their rejection would not be a valid reason for the City to refuse to place the proposal on the ballot.

3. What if the City Commission fails to approve the resolutions necessary to process the ballot proposal pursuant to MCL 117.21?

If the City Commission fails to approve the resolutions approving the statement of purpose and ballot language and the charter text resolution for the proposed charter amendment the City would most likely

be sued for mandamus. Mandamus is the remedy for a party seeking to compel action by election officials. See, e.g., *Wolverine Golf Club v. Secretary of State*, 24 Mich.App. 711, 180 N.W.2d 820 (1970), *aff'd* 384 Mich. 461, 185 N.W.2d 392 (1971); *Automobile Club of Michigan Comm. for Lower Rates Now v. Secretary of State (On Remand)*, 195 Mich.App. 613, 491 N.W.2d 269 (1992). A writ of mandamus is an extraordinary remedy and will only be issued where (1) the party seeking the writ has a clear legal right to performance of the specific duty sought, (2) the defendant has the clear legal duty to perform the act requested, (3) the act is ministerial, and (4) no other remedy exists that might achieve the same result. *Tuggle v. Dep't of State Police*, 269 Mich.App. 657, 668, 712 N.W.2d 750 (2005); *Genesis Ctr., PLC v. Comm'r of Financial & Ins. Services*, 246 Mich.App. 531, 546, 633 N.W.2d 834 (2001).

Additionally, it has been held an error for a trial court to address the question of whether a ballot proposal conflicts with state law. In other words, a pre-election determination of the legal validity of a ballot initiative may be held to substantially interfere with the legislative function, and courts have held that a substantive challenge to a proposed initiative is improper until *after* the law is enacted. *Citizens for Protection of Marriage v. Bd. of State Canvassers*, 263 Mich.App. 487, 493, 688 N.W.2d 538 (2004); *Senior Accountants, Analysts & Appraisers Ass'n v. Detroit*, 218 Mich.App. 263, 270 n. 5, 553 N.W.2d 679 (1996); *Hamilton v. Secretary of State*, 212 Mich. 31, 34, 179 N.W. 553 (1920). However in very rare cases in which there is a clear and unmistakable conflict between an initiative and state law, the Constitution, or the city charter itself, or when an "initiative petition does not meet the constitutional prerequisites for acceptance," a court may find it necessary to intervene in the initiative process. *Citizens Protecting Michigan's Constitution*, 280 Mich.App. at 276–277, 291, 761 N.W.2d 210; *Detroit v. Detroit City Clerk*, 98 Mich.App. 136, 139, 296 N.W.2d 207 (1980). But because the judicial branch should rarely interfere with the legislative process, such cases should be, and are, rare. In other words the likelihood of the City prevailing in an action for mandamus is low.

It is possible that a third party with standing could file an action for mandamus seeking to direct the City to reject the initiative petition. *Citizens Protecting Michigan's Constitution v. Sec'y of State*, 280 Mich. App. 273, 275, 761 N.W.2d 210, 212, *aff'd in part, appeal denied in part*, 482 Mich. 960, 755 N.W.2d 157 (2008). In that instance the City would be obligated to respond to that litigation.

#### 4. Is the proposal valid?

For the reasons that have been previously communicated to you regarding the language submitted this past spring, which was substantially similar to the current proposal, it is the opinion of this office that the proposed language is not legally valid. It conflicts directly with the Home Rule City Act and the Michigan Zoning Enabling act by inserting zoning regulations into the Charter. It seeks to provide a preemptory veto into a statutorily mandated process of approval and remove the authority of the City Commission to make zoning determinations which the MZEA specifically assigns to that body. It creates a referendum process with regard to administrative decisions the City Commission is legally required to make. As the process moves forward the City can reasonably anticipate this proposal to be challenged and these issues to be more fully developed.

As always, please let me know if you have questions regarding this memorandum. It may be discussed at the Study Session scheduled for August 8, 2016 in closed session pursuant to MCL 15.268(h) or in open session if that is the Commission's desire. Thank you.

## INITIATORY PETITION TO AMEND THE CHARTER OF THE CITY OF TRAVERSE CITY BY ADDING A NEW PARAGRAPH TO SECTION 28

To the City of Traverse City: We, the undersigned qualified and registered electors, residents in the City of Traverse City, in the County of Grand Traverse, State of Michigan, respectfully petition for Section 28 of the Charter of the City of Traverse City be amended by adding a paragraph to read: "It is hereby declared that buildings over 60 feet in height are generally inconsistent with the residential and historical character of Traverse City. Therefore, any proposal for construction of a building with a height above 60 feet, shall not be approved by the City or City Commission, until after the proposal is submitted to and approved by a majority of the City electors at a regular election, or at a special election."

**WARNING – A person who knowingly signs this petition more than once, signs a name other than his or her own, signs when not a qualified and registered elector, or sets opposite his or her signature on a petition, a date other than the actual date the signature was affixed is violating the provisions of the Michigan election law.**

Signature	Printed Name	Street Address	Zip Code	Date of Signing		
				Month	Date	Year
	Jennifer A. Florence	314 E. Bay Blvd N.	49686	7	15	16
	Steven Rutkowski	141 Birchwood Ave	49686	7	16	16
	Cynthia Rutkowski	141 Birchwood Ave	49686	7	16	16
	Dean Ringsmith	131 Birchwood Ave	49686	7	16	16
	Ren Haug	136 Birchwood Ave	49686	7	16	16
	Kimberly A. Haug	136 Birchwood Ave	49686	7	16	16
	Valerie Banducci	144 Birchwood Ave	49686	7	16	16
	JAMES VANZALE	219 Birchwood Ave	49686	7	16	16
	JO CLARK	220 Blackhawk Ave	49686	7	16	16
	Robin Stanley	229 Birchwood Ave.	49686	7	16	16
	Lenore E. Berlin	501 Birchwood Ave.	49686	7	16	16
	MATT HESS	517 Birchwood Ave	49686	7	16	16

CIRCULATOR- Do not sign or date certificate until after circulating petition.

## CERTIFICATE OF CIRCULATOR

The undersigned circulator of the above petition asserts that he or she is 18 years of age or older and a United States citizen; that each signature on the petition was signed in his or her presence; that he or she has neither caused nor permitted a person to sign the petition more than once and has no knowledge of a person signing the petition more than once; and that, to his or her best knowledge and belief, each signature is the genuine signature of the person purporting to sign the petition, the person signing the petition was at the time of signing a registered elector of the City of Traverse City, and the elector was qualified to sign the petition.

**Warning: A circulator knowingly making a false statement in the above certificate, a person not a circulator who signs as a circulator, or a person who signs a name other than his or her own as a circulator is guilty of a misdemeanor.**

(Signature of Circulator)

TRAVERSE CITY

(City or Township Where Qualified to be Registered)

STATE OF MICHIGAN )

)SS

COUNTY OF GRAND TRAVERSE)

On this 18 day of JULY, 2016, personally appeared the above-named circulator, who verified under oath that the statements in the certificate of circulator are true.

FABRIAN F RUNDIG JR

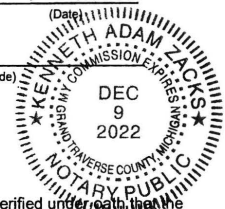
(Printed Name of Circulator)

7 18 /2016

(Date)

2049 ARROWHEAD DR

Complete Residence Address (Street and Number, Zip Code)



Notary Public, Grand Traverse County, Michigan

Acting in Grand Traverse County, Michigan

My Commission Expires: 12/9/2022

Paid for by SOD Campaign Committee, 1749 Indian Woods Drive, Traverse City, MI 49686.  
The body, organization, or person primarily interested in and responsible for the circulation of this petition and the securing of the amendment is the organization SOD Campaign Committee.

# TIF 2 Replacement Schedule

A New Vision for Old Town

## PREPLANNING

October 28, 2015                      Meeting with Taxing Authorities

## DATA COLLECTION

First week of February              Meet with Tim L and Dave G to establish baseline projects  
Third week of May                      Send out baseline list to other department heads for review  
First week of June                      Downtown market analysis complete, possibly with recommended strategies for the Old Town area

## DEVELOP NEW PLAN

June 2016                                  City Commission reestablishes Development Area Citizens Council  
May 16-20, 2016                      Eighth Street Charrette - part of the former TIF 2 area will be included in this project  
June/July 2016                          Hold neighborhood meetings to brainstorm vision for larger Old Town area and create a list projects and improvements for new plan  
August 19, 2016                          DDA Board reviews new vision for Old Town and outline for new plan  
Late August                                  Development Area Citizens Council reviews vision for Old Town and outline of new plan  
September 12, 2016                      City Commission study session on new vision for Old Town  
September 2016                          Draft plan and submit for legal review  
October 21, 2016                          DDA Board recommends new plan

## APPROVE NEW PLAN

November 7, 2016                      City Commission sets public hearing  
December 5, 2016                      City Commission holds public hearing and considers adoption of the new plan

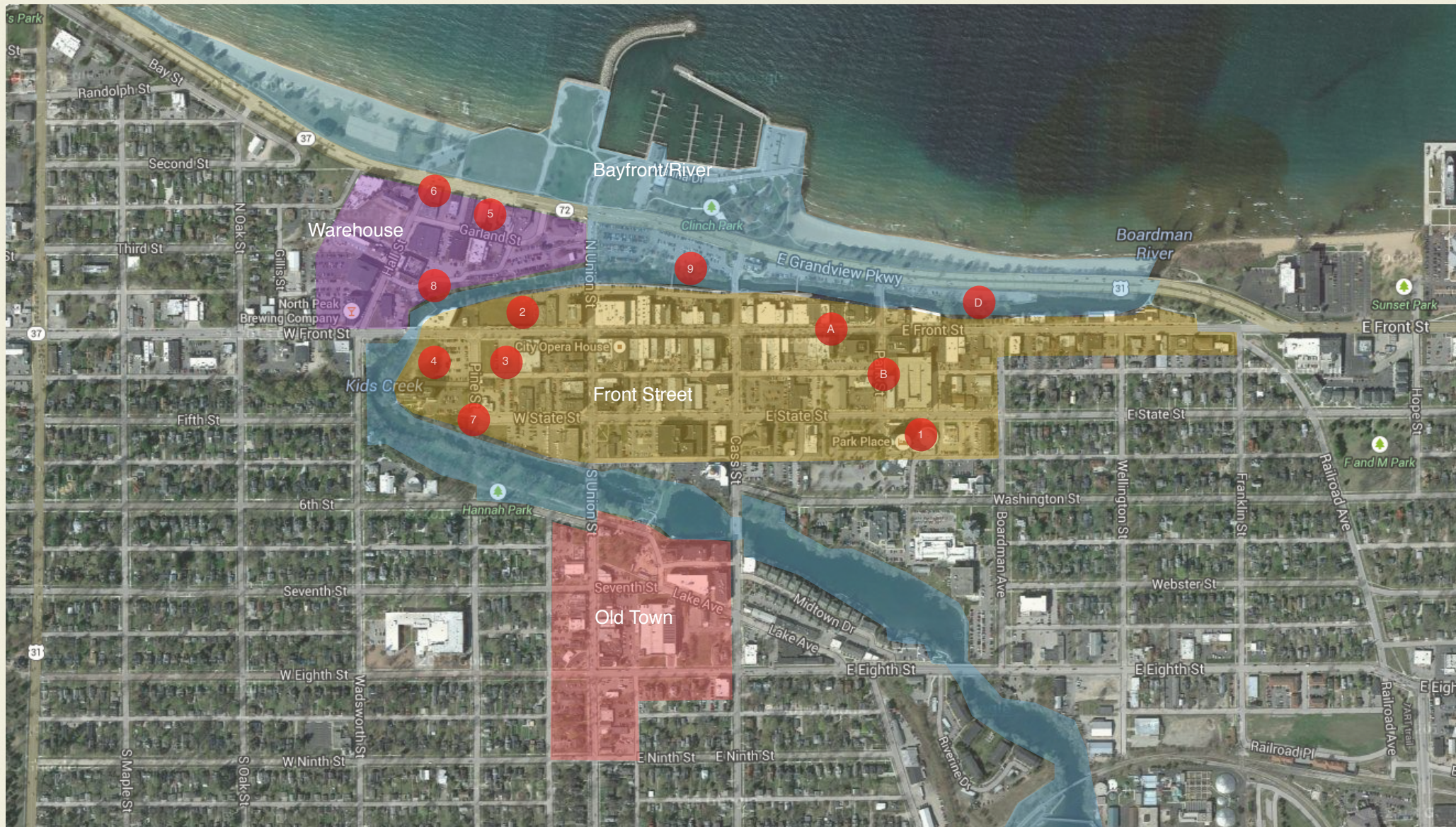


## **Memorandum**

To: DDA Board of Directors  
From: Colleen Paveglio  
Re: Downtown Public Restroom  
Date: August 16, 2016

The DDA launched the public restroom program in 2012 and currently partners with Espresso Bay, Great Lakes Bath & Body, Milk & Honey and Morsel Espresso + Edibles to offer public restrooms to downtown patrons. Applications were recently sent to those eligible for the program. The Restroom Committee, consisting of Steve Constantin and Todd McMillen, reviewed applications from the current four establishments and also Brew and is recommending the five locations due to their length of operational hours and being open on Sunday. Pending approval, we will continue to promote all of the public restroom locations throughout Downtown Traverse City by updating our maps, merchant directories, signage distributed to each of the stores and also send a press release.





1. Park Place
2. 124 West Front
3. 145 West Front
4. 305 West Front
5. Grandview Place
6. Hotel Indigo

3

7. Uptown Riverwalk Connection
8. Garland Street/Pine Street Pedway
9. Farmers Market
- A. Reimagined Crosswalk
- B. Radio Centre 3





# Memorandum

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To: Rob Bacigalupi, DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: August 11, 2016  
Re: Parking Services Updates – August 2016

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## ***Lot F Lease Cancellation – New Business***

Parking lot F behind Chase Bank at the corner of Park and Front is a lease lot where we offer metered parking. We received a letter on July 27th from Miller Investment Company (250 Front LLC) terminating their lease of the property. The lease indicates a 90 day written notice. Miller Investment would like to gain full access to the lot as soon as possible. At this time, we are planning to pull all meters no later than October 1<sup>st</sup> ahead of the 90 days. This lot contains 27 metered spaces. We anticipate parkers using the Hardy Garage or Lot N in the 200 block of Washington Street.

## ***Structure Condition Appraisals – New Business***

A service order has been issued to Carl Walker Inc. to assess the condition of the Hardy Parking Garage. The assessment will start in early September. A service order is planned to be issued to Rich & Associates to assess the condition of the Old Town Garage. Their assessment is also planned to take place in September. It is important that we continue the condition assessments of the parking garages in order to identify repairs that can be completed in a timely manner to avoid future long-term damage or major repairs. After we receive the condition appraisal reports, we will work with City Engineering to compile a list of the repairs needed in both facilities and prepare RFPs or obtain quotes from contractors who are qualified to make the repairs.

## ***Transportation Demand Management (TDM) Study – Open***

The Request for Proposal for the TDM study was issued Wednesday, August 10<sup>th</sup>, and is available on the City's website <http://www.traversecitymi.gov/rfp.asp?id=195>. Tentative timeline is as follows:

August 26<sup>th</sup> 10:00 AM – Bids Due  
September 12<sup>th</sup> – All interviews scheduled  
September 16<sup>th</sup> – Recommendation to DDA Board  
October 3<sup>rd</sup> – Recommendation to City Commission

## ***Handheld Ticket Writer Replacement – Existing***





# Memorandum

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A service order has been issued to add three mobile enforcement software subscriptions; two for the Traverse City Police Department and one for Northwestern Michigan College Security Office. We have already received the Bluetooth printers and are currently working on obtaining three additional phones from AT&T. We are tentatively planning to go live at the end of August or beginning of September.

## ***Mobile Payment and Mobile Enforcement Connectivity Issues - Closed***

The week of July 11-July 15<sup>th</sup> parkers activating meter sessions via the Parkmobile application, were erroneously ticketed. The issues was identified late Monday afternoon and reported as a mobile enforcement issue to T2 Systems. Parkmobile was brought into the loop on Wednesday morning when T2 was unable to confirm an issue in the software. On Thursday morning, Parkmobile confirmed an update to their servers the previous Sunday had impacted their third party integrations (T2) and their customers (Municipalities, Universities, etc.) and were working to address the issue. A resolution was put in place late Friday. The following week, we worked with Parkmobile to identify and provide a list of our impacted parkers. Parkmobile contacted those affected and provided a \$2.50 coupon to be used for future parking sessions. It is not uncommon to have an outage or a communication failure. When they occur, they typically last no more than one hour.

## ***Parking Office Build-out – Existing Business***

We met with Environment Architects to review plans and documents issued in May. At the time, we determined not to proceed with any construction that would impact our office from Memorial Day to Labor Day. An evaluation of construction demand in the area is indicating that construction costs will be higher than originally estimated. We are hoping by construction taking place in the off-season or winter months, the costs may be lower. Tentative timeline is as follows:

September 26<sup>th</sup> – Issue RFP

October 13<sup>th</sup> – Bids Due

October 21<sup>st</sup> – Recommendation to DDA Board

November 7<sup>th</sup> – Recommendation to City Commission

## ***Film Festival Wrap-up***

We continue to remain short staffed. Days leading up to the Film Festival, we had two employees come down with medical conditions that prevented them from being scheduled. Since we struggled to fill-in our scheduling gaps, we determined that we would have no choice but to operate in a business-as-usual manner during the festival rather than in “event mode”. We did not charge a pay-on-entry flat rate, but we did cover the pay-in-lane in order to assist customers in person at the cashier window. Kudos to the staff on another successful festival.

**Downtown Traverse City Association**  
**Regular Board Meeting**  
**July 7, 2016**  
**Minutes**

**Present:** Kim Bazemore, Jake Kaberle, Dave Leonhard, Jeffrey Libman, John McGee, Misha Neidorfler

**Absent:** Allison Beers, Alyssa Bright, Todd McMillen

**Staff/Others:** Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Neidorfler called the meeting to order at 8:34 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of June 2, 2016:** Minutes from the June 2, 2016 board meeting were approved as amended upon **motion by McGee and second by Bazemore.**  
**Motion carried unanimously.**
3. **Marketing Report** (*Paveglio*)
  - a. **Annual Dinner**
    - i. Thank you
    - ii. Gifts in advance next year
  - b. **Art Fair Series**
    - i. Thank you for volunteering
    - ii. Downtown Art Fair
      1. 6 am
        - a. Kaberle
        - b. Leonhard
        - c. Bacigalupi
      2. 9 am
        - a. Neidorfler
        - b. McMillen-TBD
      3. Close
        - a. Talarico
        - b. Libman- TBD
  - c. **Street Sale**
    - i. Friday, August 5
    - ii. Registration link has been sent to participants
  - d. **Friday Night Live**
    - i. August 5 - 26
    - ii. Sponsored by TBA Credit Union
    - iii. Street art on August 19

1. **Motion by Libman, seconded by Bazemore to approve an expenditure of not to exceed \$3,500 from the Restricted Public Art Fund for commission artwork to be clear coated and installed. Motion carried unanimously.**

**e. Miscellaneous**

- i. Social Media: As of July 6, 2016
  1. Facebook: 15,100
  2. Instagram: 12,426
  3. Twitter: 12,631
- ii. Newsletter Report: June & July
- iii. DIA Inside Out
  1. Art Bike

**4. Committee Reports**

- a. Outdoor Cafe Committee
  - i. Meeting to discuss the proposed number of allowed cafes within the DDA District
- b. Membership Committee
  - i. Co-hosting a Recess in September with the City Opera House
    1. Marketing Committee members to help plan
  - ii. Recruitment letters sent to prospective members

**5. President's Report (*Neidorfler*)**

- a. None at this time.

**6. DDA Report (*Bacigalupi*)**

**a. Financial Report**

- i. Approval of the Financial Report through May 31, 2016: **Financial Report for May 31, 2016 was approved upon motion by Libman and seconded by Kaberle. Motion carried unanimously.**

**b. DDA Report**

- i. Coffee at the market
- ii. Garland Street

**7. New Business**

- a. None at this time.

**8. Adjournment**

- a. Motion to adjourn at 9:21 a.m.